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**ELECTIONS COMMISSION**  
*City and County of San Francisco*



Richard P. Matthews, President  
Winnie Yu, Vice President  
Gerard Gleason  
Jill Rowe  
Catalina Ruiz-Healy  
Rosabella Safont  
Arnold Townsend

John Arntz  
Director of Elections

Gail Hilliard  
Acting Commission Secretary

Elections Commission Meeting  
Wednesday, January 18, 2012 at 6:00 pm  
City Hall Room 408

GOVERNMENT  
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Order of Business

JAN 13 2012

1. Call to Order & Roll Call

2. Announcements

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3. Public comment on any issue within the Elections Commission's general jurisdiction that is not included in any other item on this agenda.

01-13-12P12:36 RCVD

4. Director's Report

The Director will update the Commission on matters pertaining to elections and the Department of Elections, including updates on activities of the divisions, plans and activities for upcoming elections or election-related functions, and budgetary matters.

5. Commissioners' Reports

Commissioners will report on any meetings with public officials, or oversight and observation activities since the last meeting, if any.

New Business

6. Discussion and possible action to approve the Minutes of the December 21, 2011 Commission Meeting. (Attachment: Draft Minutes of December 21, 2011.)

Old Business

7. Discussion and possible action to determine procedure for the annual performance reviews for the Director of Elections and the Acting Commission Secretary.

8. Discussion and possible action to approach the Board of Supervisors and/or any other responsible party to resend the Resolution on the voter profile, approved by the Elections Commission at the meeting of November 18, 2009, to the City's State Legislation Committee. (Continued from the November 16, 2011 Commission meeting.)

9. Discussion regarding items for future agendas.



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## Annual Business

10. Discussion and possible action to elect Officers of the San Francisco Elections Commission. The process shall be as follows: The current president will open nominations first for the office of president of the Elections Commission. When there are no further nominations, the president will close nominations. Public comment will then be sought. At the conclusion of public comment, there will be a roll call vote of all commissioners during which each commissioner shall say the name of a nominee for whom he or she wishes to vote. Any nominee receiving four votes shall be elected president. The same process will then be followed for the office of vice president. The terms of office for the new officers begin immediately at the conclusion of tonight's meeting. (Elec. Comm. Bylaws, Art. V, Sec. 1(B).)

## Adjournment

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There will be an opportunity for public comment on each agenda item.

Materials contained in the Commission packets for meetings are available for inspection and copying during regular office hours at the Department of Elections, City Hall Room 48. Materials are placed in the Elections Commission's Public Binder no later than 72 hours prior to meetings. Any materials distributed to members of the Elections Commission within 72 of the meeting or after the agenda packet has been delivered to the members are available for inspection at the Department of Elections, City Hall Room 48, in the Commission's Public Binder, during normal office hours.

**Cell phones, pagers and similar sound-producing electronic devices:** The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. The Chair may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

**Disability Access:** The Elections Commission meeting will be held in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in a meeting, please contact the Department of Elections at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 p.m. the previous Friday. Late requests will be honored, if possible. Services available on request include the following: American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes. Please contact the Department of Elections at (415) 554- 4375 or our TDD at (415) 554-4386 to make arrangements for a disability-related modification or accommodation.

**Chemical-Based Products:** In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.



**KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code):** Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244, 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO CA 94102-4689; PHONE: (415) 554-7724; FAX: (415) 554-7854; E-MAIL: [SOTF@SFGOV.ORG](mailto:SOTF@SFGOV.ORG).

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, at the San Francisco Public Library, and on the City's website at <http://www.sfgov.org>.

**Lobbyist Registration and Reporting Requirements:** Individuals that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; and website: [www.sfgov.org/ethics](http://www.sfgov.org/ethics).







CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

# DEPARTMENT HEAD

## Performance Plan and Appraisal Report

### DEPARTMENT HEAD IDENTIFICATION INFORMATION

1. LAST NAME, FIRST NAME, MIDDLE INITIAL  Arntz, John P.	2. JOB CODE NUMBER AND TITLE  0962, Department Head II	3. STATUS: Permanent Exempt (PEX)
4. WORK LOCATION & DIVISION  City Hall Room 48	5. DEPARTMENT  Elections	6. REASON FOR REPORT <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Unscheduled
	7. REVIEW PERIOD August 1, 2008 – August 1, 2009	





## EXPLANATIONS OF SECTIONS

- I. PERFORMANCE PLAN: LEADERSHIP/MANAGEMENT SKILLS** — A list of the leadership and management skills for Department Heads. Comments may include clarification of leadership/management skills, address mid-year progress, and appraise the performance based on measures, if available.
- II. PERFORMANCE PLAN: GOALS** — Most important goals for the review period and comments regarding the appraisal of the performance of the goals. In setting goals for the Department Initiatives tied to Strategic Pillars, the goals must address a minimum of four (4) Strategic Pillars, with multiple Department initiatives tied to the Strategic Pillars. Source documents to be utilized: Mayor's Executive Directives, Department's Efficiency Plan and Department's Performance Measures. The status of these items may be reported at SFStat meetings.
- III. APPRAISAL REPORT SUMMARY**
- A. Overall Performance Rating** — Reviewer's rating of the Department Head's overall performance over the appraisal review period. Rating is based upon Leadership/Management Skills (20%), Citywide Strategic Pillars (20%), Department Initiatives tied to Strategic Pillars (30%) and Department Operational Goals (30%).
- B. Comments Regarding Overall Performance** — Narrative explanation of the rating of overall performance during the appraisal report review period, with emphasis on Management, Collaboration/Relationships, Leadership and meeting of Department's performance measures.
- C. Guidelines** — Guidelines for Department Heads regarding the Department Head Performance Plan and Appraisal Report.
- IV. SIGNATURE**
- A. Performance Plan/Goals Sign-Off** — Reviewer and Department Head's signatures regarding the Performance Plan and Goals.
- B. Mid-Period Performance Review Meeting** — Reviewer and Department Head's signatures regarding the Mid-Year Review.
- C. Reviewer** — Reviewer's signature regarding the Performance Appraisal Report.
- D. Department Head's Statement** — Department Head's statement and signature regarding the Performance Appraisal Report.



## I. PERFORMANCE PLAN – LEADERSHIP/MANAGEMENT SKILLS

<b>1 - Performance Planning and Appraisals:</b>  Perform annual performance appraisals and develop goals and work plans with employees.  Measure % complete.	<b>COMMENTS:</b>
<b>2 – Planning and Budgeting:</b>  Set targets, establish metrics, set financial plans in place, all connected to organization strategy and tactics. Justify resources and anticipate requirements.  Measure: Budget, Workers Comp Cost.	<b>COMMENTS:</b>
<b>3 – Department Operational Leadership:</b>  Set mission and goals. Allocate resources to ensure results are achieved. Monitor to ensure performance goals/measures are met. Quality management - continuous improvements in the department, creation of new efficiencies and increased effectiveness.  Measure: Overtime, Employee Availability.	<b>COMMENTS:</b>
<b>4 – Directing, Motivating and Developing Staff:</b>  Develop trust and confidence with managers, clients, subordinates, peers or project manager. Model relationship building for direct reports. Coach and develop reporting managers to manage more effectively. Provide leadership development opportunities such as team assignments, special projects and other learning experiences.  Measure: Peer review.	<b>COMMENTS:</b>
<b>5 - Customer/Client Relations:</b>  Is responsive and constructive in all dealings with customers, strategic partners, suppliers, and agencies.	<b>COMMENTS:</b>
<b>6 - Conflict Resolution:</b>  Resolve conflicts between subordinates and peers inside/outside organization. Mediate conflicts between subordinates.	<b>COMMENTS:</b>





CITY & COUNTY OF SAN FRANCISCO • DEPARTMENT OF HUMAN RESOURCES  
DEPARTMENT HEAD PERFORMANCE PLAN AND APPRAISAL REPORT

<p><b>7 - Communication:</b></p> <p>Communicate Department's mission, strategy, goals and other essential information to the Department and the Elections Commission.</p>	<p><b>COMMENTS:</b></p>
<p><b>8 - Professional Development:</b></p> <p>Accountable for own professional development, including self-management, self-development and self-insight. Possess integrity and copes with pressure and adversity. Proficient in time management.</p>	<p><b>COMMENTS:</b></p>
<p><b>9 - Teamwork:</b></p> <p>Build and maintain an environment that contributes to more effective teamwork between direct reports, within reporting managers' work units and with the Elections Commission.</p>	<p><b>COMMENTS:</b></p>
<p><b>10 - Disaster Preparedness:</b></p> <p>Take all necessary steps to prepare yourself for an emergency, in your capacity as a Disaster Service Worker; provide updated personal contact information to your department so that you can be contacted in the event of an emergency; report in and respond promptly to instructions by the City and/or your department in the event of an emergency; complete the Department of Human Resources Disaster Service Worker and required National Incident Management System training by June 30, 2008; complete Personal Preparedness Training by December 31, 2008; and carry out disaster-related work assignments as required.</p>	<p><b>COMMENTS:</b></p>





## II. PERFORMANCE PLAN - GOALS

### A. CITYWIDE STRATEGIC PILLARS:

1. PANHANDLING AND HOMELESSNESS	REVIEW OF PERFORMANCE:
2. HEALTH	REVIEW OF PERFORMANCE:
3. ENVIRONMENT	REVIEW OF PERFORMANCE:
4. HOMICIDE AND VIOLENT CRIME	REVIEW OF PERFORMANCE:
5. EMERGENCY PLANNING	REVIEW OF PERFORMANCE:
6. EDUCATION	REVIEW OF PERFORMANCE:
7. POVERTY AND EQUAL OPPORTUNITY	REVIEW OF PERFORMANCE:
8. TRANSPORTATION	REVIEW OF PERFORMANCE:
9. INFRASTRUCTURE, PLANNING AND REDEVELOPMENT	REVIEW OF PERFORMANCE:
10. GOVERNMENT EFFICIENCY	REVIEW OF PERFORMANCE:



## B. DEPARTMENT INITIATIVES TIED TO STRATEGIC PILLARS:

1. ENVIRONMENT: Implement practices that increase recycling of materials used in the course of Department's work and also reduces Department's use of resources	REVIEW OF PERFORMANCE:
2. EMERGENCY PLANNING: Increase all personnel's understanding of Department's practices under established emergency plans.	REVIEW OF PERFORMANCE:
3. EDUCATION: Implement methods and practices that more precisely identify voters who participate less than election turnout totals and target outreach to these voters.	REVIEW OF PERFORMANCE:
4. GOVERNMENT EFFICIENCY: Increase cross-training amongst managers and personnel to seek to decrease the need for temporary staff and to increase overall operational efficiencies.	REVIEW OF PERFORMANCE:
5. Maintains Effective interaction with the Elections Commission. Ensures that the Commission is kept informed on the condition of the Elections Department and all important factors influencing it.	REVIEW OF PERFORMANCE:
6.	REVIEW OF PERFORMANCE:
7.	REVIEW OF PERFORMANCE:
8.	REVIEW OF PERFORMANCE:
9.	REVIEW OF PERFORMANCE:
10.	REVIEW OF PERFORMANCE:





## C. DEPARTMENT OPERATIONAL GOALS:

1. Implement budget-tracking process that allows for accurate information on a daily basis.	REVIEW OF PERFORMANCE:
2. Increase time-based measurements of department tasks and prepare budget based on these measurements	REVIEW OF PERFORMANCE:
3. Review, codify, and update all operational policies and continue efforts to link codified policies to budgeting and personnel planning.	REVIEW OF PERFORMANCE:
4. Efficient and effective interaction with the Elections Commission.	REVIEW OF PERFORMANCE:
5. Ensures free, fair and functional elections with minimal errors.	REVIEW OF PERFORMANCE:
6.	REVIEW OF PERFORMANCE:
7.	REVIEW OF PERFORMANCE:
8.	REVIEW OF PERFORMANCE:
9.	REVIEW OF PERFORMANCE:
10.	REVIEW OF PERFORMANCE:



### III. APPRAISAL REPORT SUMMARY

#### A. OVERALL PERFORMANCE RATING

The appraisal report on overall performance should include a consideration of all items in the Leadership/Management Skills, Citywide Strategic Pillars, Department Initiatives tied to Strategic Pillars, Department Operational Goals for the review period. Circle the appropriate number on the continuum.

Did Not Meet Expectations	Met Expectations	Exceeded Expectations
Performance of job duties needs improvement; did not meet many or majority of objectives.	Performed job duties competently and effectively; met the objectives. (Meets Competent and Effective requirement)	Performed job duties with exceptional competence and effectiveness; exceeded the objectives.
1	2	3

#### B. COMMENTS REGARDING OVERALL PERFORMANCE

#### C. GUIDELINES – DEPARTMENT HEAD PERFORMANCE PLAN AND APPRAISAL REPORT

1. Department Head shall assist in the development of the Department Head Performance Plan and Appraisal Report.
2. Department Head shall sign off on the Department Head Performance Plan and Appraisal Report.
3. Department Head shall report on the performance measurables mid-year and at the end of the year for the Department Head Performance Plan and Appraisal Report.
4. Department Head shall receive a copy of the Department Head Performance Plan and Appraisal Report.



## IV. SIGNATURE PAGE

### PERFORMANCE PLAN

#### A. Performance Plan/Goals Sign-Off

1. REVIEWER SIGNATURE	2. DEPARTMENT HEAD SIGNATURE	3. MEETING DATE
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#### B. Mid-Period Performance Review Meeting

1. REVIEWER SIGNATURE	2. DEPARTMENT HEAD SIGNATURE	3. MEETING DATE
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### PERFORMANCE APPRAISAL REPORT

#### C. Reviewer

1. REVIEWER SIGNATURE	2. DATE
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#### D. Department Head's Statement

1. <input type="checkbox"/> I AGREE WITH THIS REPORT. <input type="checkbox"/> I DO NOT AGREE WITH THIS REPORT: SECT. _____ NO. _____	2. DEPARTMENT HEAD SIGNATURE  <input type="checkbox"/> DECLINED TO SIGN. DATE: _____
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**CITY AND COUNTY OF SAN FRANCISCO**  
**IMMIGRANT RIGHTS COMMISSION**

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**PUBLIC NOTIFICATION OF MEETING RESCHEDULING**

San Francisco Immigrant Rights Commission  
City Hall, Room 370  
One Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

January 19, 2012

The regularly scheduled meeting of January 25, 2012 has been moved to Wednesday, February 8, 2012. The meeting is scheduled to begin at 5:30 pm and will be held in Conference Room 370 at City Hall. A full agenda will be posted prior to the meeting.

Questions may be referred to the Office of Civic Engagement & Immigrant Affairs:  
Please email [civic.engagement@sfgov.org](mailto:civic.engagement@sfgov.org) or call 415.554.5098.

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**會議安排更改公告**

三藩市移民權益委員會  
市政廳 370 室  
One Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

01-19-12A08:13 RCVD

2012 年 1 月 19 日

三藩市移民權益委員會原定於 2012 年 1 月 25 日舉行的定期常規會議，將會改期至 2012 年 2 月 8 日星期三舉行。會議將於下午 5 時 30 分開始，舉行地點為市政廳房間 370 的會議室。有關會議的議程，將於會議舉行前公佈。

如有任何疑問，可透過電郵 [civic.engagement@sfgov.org](mailto:civic.engagement@sfgov.org) 提交民政及移民辦事處(OCEIA)，或致電 (415)554-5098 查詢。

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**NOTIFICACIÓN PÚBLICA DE CAMBIO DE HORARIO DE UNA REUNIÓN**

Comisión de los Derechos de Inmigrantes de San Francisco  
City Hall, Sala 370  
One Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

19 de enero del 2012

La reunión ordinaria del 25 de enero 2012, ha sido movida para el miércoles 8 de febrero 2012. La reunión está programada para empezar a las 5:30 pm y será llevada a cabo en el salón de conferencias 370 en el City Hall. Una agenda completa se publicará antes de la reunión.

Cualquier pregunta puede ser referida a la Oficina de Participación Cívica y Asuntos de Inmigrantes. Por favor mande un correo electrónico a [civic.engagement@sfgov.org](mailto:civic.engagement@sfgov.org) o llame al 415.554.5098.

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**OFFICE OF CIVIC ENGAGEMENT AND IMMIGRANT AFFAIRS**

Executive Director, Adrienne Pon

One Dr. Carlton B. Goodlett Place Suite 352, San Francisco, CA 94102 ■ Telephone: 415-554-5098, Facsimile: 415.554.4849



**ELECTIONS COMMISSION**  
*City and County of San Francisco*



Richard P. Matthews, President  
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Gerard Gleason  
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Catalina Ruiz-Healy  
Rosabella Safont  
Arnold Townsend

John Arntz  
Director of Elections

Gail Hilliard  
Acting Commission Secretary

Draft Minutes  
Elections Commission Meeting  
Wednesday, January 18, 2012 at 6:00 pm  
City Hall Room 408

GOVERNMENT  
DOCUMENTS DE

FEB 13 2012

**Order of Business**

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1. Call to Order 6:00 pm & Roll Call  
Present: Commissioner Gerard Gleason, Commissioner Rosabella Safont, Commissioner Arnold Townsend, Commissioner Catalina Ruiz-Healy, Commissioner Jill Rowe, Commissioner Winnie Yu and Commissioner Rich Matthews. Also present Director John Arntz and Deputy City Attorney Mollie Lee.
2. Announcements: None
3. Public comment on any issue within the Elections Commission's general jurisdiction that is not included in any other item on this agenda.

Public Speaker Emil Lawrence requested he be added to the mailing list for the Elections Commission.

4. Director's Report  
The Director will update the Commission on matters pertaining to elections and the Department of Elections, including updates on activities of the divisions, plans and activities for upcoming elections or election-related functions, and budgetary matters.

*Budget-* Director Arntz says that everyone in the department is putting sometime in reviewing their budgets and should have their electronic files to the commission by this Friday. *Ballot Distribution* the 2012 Retirement Election is in the process and the last day to return ballots is Friday January 27, 2012. *June 2012 Election* the department is coordinating meetings with Runbeck regarding Agilis sorting machines as well working with the vender to redesign the envelope. *Campaign Services* the department is preparing Signatures-In-Lieu (SIL) packets for the Judicial, Federal and State candidates, to date the department issued petitions to all candidates currently 13 incumbent Judges, 3 Congressional Candidates and 2 Legislative Candidates the department has an intake of SIL for validation. The department will have several to attend training in Solano, for filing on how we should handle filing for no party affiliation. *Outreach* the post-election report is posted on our website; the report includes a link to SurveyMonkey questionnaire that is intended to gather feedback on the Department's outreach efforts in the November 2011 elections. The division is planning to conduct a Community Network meeting on February 9 and the department has already sent





invitations we expect some 30 to 50 attendees. The staff has been updating information and forms to the website for the June Election. *Poll Workers* staff has been working on developing the voter education materials explaining the Top Two candidates Primary Act. The divisions have been working on the divisional budgets for Fiscal Year 2012-2013. *Precinct Services* we have been updating maps for the June Elections precinct boundaries that have been altered by new lines, department is planning to release new district lines April 15<sup>th</sup> 2012. *Voter Services* The department has received candidate petition for 3 Judicial. 100% signature verification on State Petition #1499 Referendum to overturn statewide Senate map certified by the citizens redistricting commission with 10,710 signatures.

5. Commissioners' Reports:

Commissioners will report on any meetings with public officials, or oversight and observation activities since the last meeting, if any. None

New Business

6. Discussion and possible action to approve the Minutes of the December 21, 2011 Commission Meeting.

Vote was taken as was unanimous to approve the Minutes of December 21, 2011.

Old Business

7. Discussion and possible action to determine procedure for the annual performance reviews for the Director of Elections and the Acting Commission Secretary.  
Commissioner Matthews requested any comments be sent to him by February 7, 2012.
8. Discussion and possible action to approach the Board of Supervisors and/or any other responsible party to resend the Resolution on the voter profile, approved by the Elections Commission at the meeting of November 18, 2009, to the City's State Legislation Committee. (Continued from the November 16, 2011 Commission meeting.)

Director Arntz says he will forward to all Commissioners

9. Discussion regarding items for future agendas.

Public Speaker David Pilpel requested an elections plan for the June 2012 election.

Annual Business

10. Discussion and possible action to elect Officers of the San Francisco Elections Commission. The process shall be as follows: The current president will open nominations first for the office of president of the Elections Commission. When there are no further nominations, the president will close nominations. Public comment will then be sought. At the conclusion of public comment, there will be a roll call vote of all commissioners during which each commissioner shall say the name of a nominee for whom he or she wishes to vote. Any nominee receiving four votes shall be elected president. The same process will then be followed for the office of vice president. The terms of office for the new officers begin immediately at the conclusion of tonight's meeting. (Elec. Comm. Bylaws, Art. V, Sec. 1B.)



Commissioner Matthews opened this session for the voting of new Elections Commissions Officers for 2012. Commissioner Matthews nominated Commissioner Gerard Gleason for President and Commissioner Safont seconded.

Vote was taken and it was unanimous for Commissioner Gleason for President.

Commissioner Safont nominated Commissioner Jill Rowe for Vice President  
Commissioner Matthews seconded.

Vote was taken and it was unanimous for Jill Rowe for Vice President.

Adjourn 6:29

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Elections Commission Meeting  
Wednesday, February 15, 2012  
6:00 p.m.  
City Hall Room 408  
AGENDA

Order of Business

1. Call to Order & Roll Call
2. Public comment on any issue within the Elections Commission's general jurisdiction.
3. Announcements
4. Approval of Minutes  
Discussion and possible action to approve the Minutes of January 18, 2012 Elections Commission Meeting. (Attachment: January 18, 2012 Draft Minutes)
5. Director's Report  
The Director will update the Commission on matters pertaining to elections and the Department of Elections, possibly including but not limited to:
  - Updates on activities of the Divisions
  - Updates on the budget for FY 2011-12
  - Budget fiscal year 2012-13
6. Commissioners' Reports
  - Meetings with public officials
  - Oversight and Observation activities
  - Long-range planning for Commission activities and areas of study
7. New Business
  - (a) Discussion and possible action to approve the proposed budget for FY 2012-13. Possible report from the Budget and Oversight and Public Elections Committee on this item. (Attachment: FY 2012-13 proposed budget)
  - (b) Discussion and possible action regarding Commissioner's Sunshine and Ethics Training. (Attachment: Sunshine and Ethics Training notification email)
8. Old Business
  - (a) CLOSED SESSION  
  
Closed Session is held pursuant to Brown Act section 54957(b) and Sunshine Ordinance section 67.10(b) to discuss annual performance evaluation of a public employee. Discussion and possible action.  
  
PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Director of Elections John Arntz
  - (b) Discussion and possible action regarding closed session action and deliberations. Discussion and vote pursuant to Brown Act section 54957.1

02-10-12P01:21 RCVD

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  - (a) Discussion and possible action to approve the proposed budget for FY 2012-13. Possible report from the Budget and Oversight and Public Elections Committee on this item. (Attachment: FY 2012-13 proposed budget)
  - (b) Discussion and possible action regarding Commissioner's Sunshine and Ethics Training. (Attachment: Sunshine and Ethics Training notification email)
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PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Director of Elections John Amtz
  - (b) Discussion and possible action regarding closed session action and deliberations. Discussion and vote pursuant to Brown Act section 54957.1

02-10-12P03:02 RCVD

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and Sunshine Ordinance section 67.12 on whether to disclose any action taken or discussions held in closed session.

Motion: The Elections Commission finds that it is in the best interest of the public (not) to disclose its closed session deliberations regarding the performance evaluation of the Director of Elections.

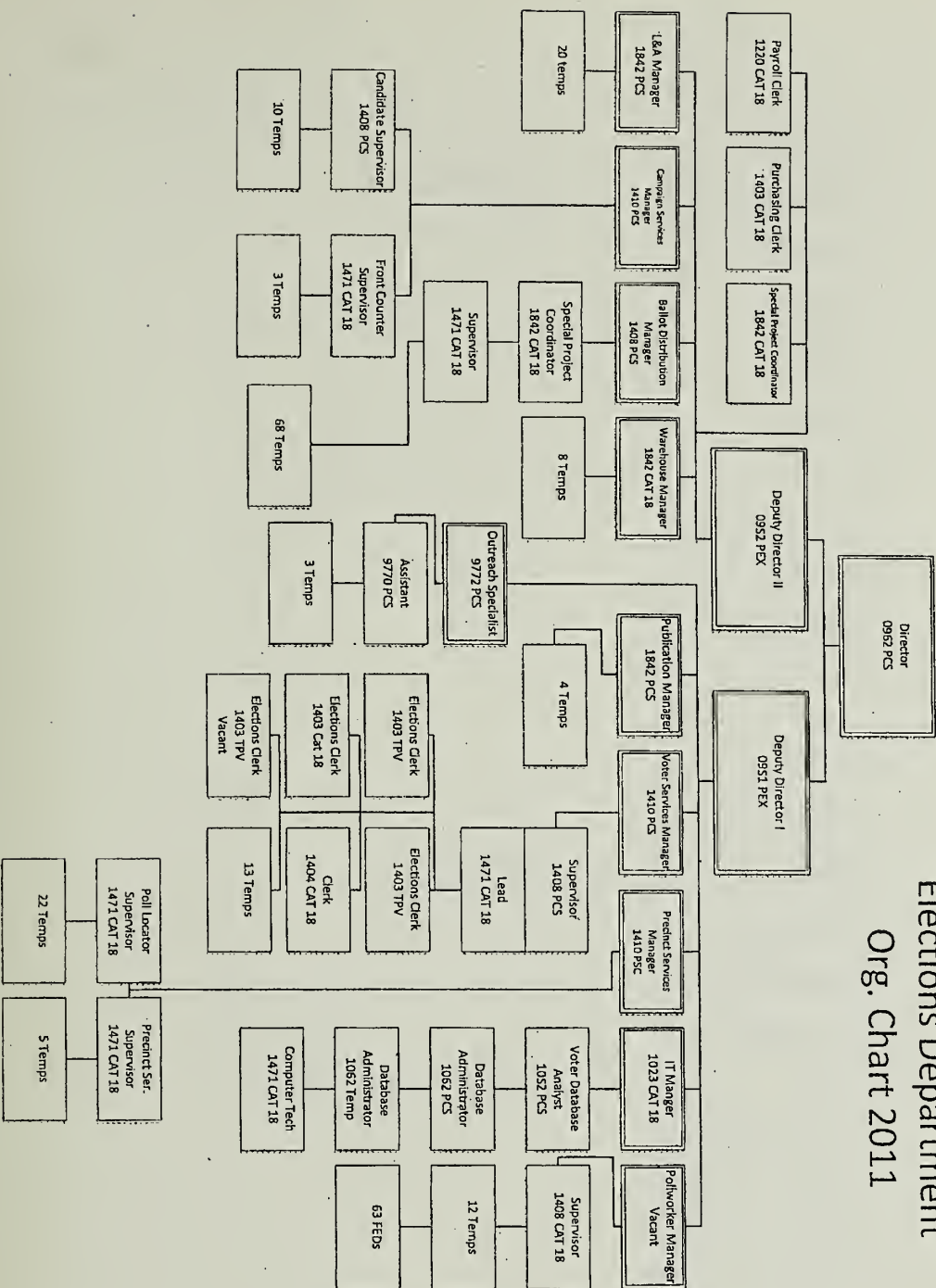
(c) Discussion and possible action to determine procedures and criteria for the annual performance review of the Acting Commission Secretary.

9. Discussion and possible action regarding items for future meeting agendas and meeting dates.

Adjournment



# Elections Department Org. Chart 2011

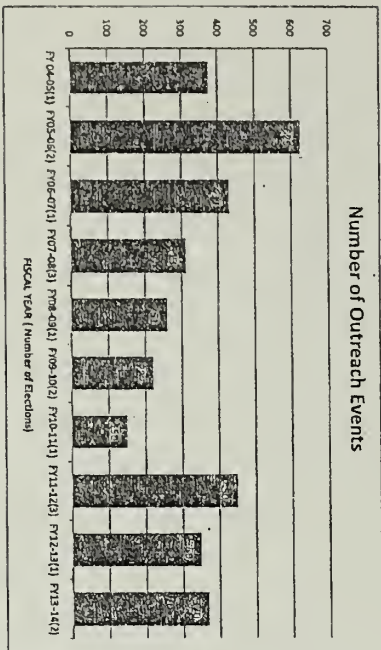


BUDGET FORM 1B: BUDGET BOOK GRAPHS  
DEPARTMENT NAME: ELECTIONS

GRAPH 1

Department	Department of Elections
Title	Actual Number of Outreach Events to Target Communities
Type of Graph (Line, Pie, Bar, etc.)	Bar Chart
Caption/Description:	As required by the Voting Rights Act, Varies based upon number of elections in a fiscal year and the amount of funding the Department receives for outreach activities. Number may double in years with two major elections.

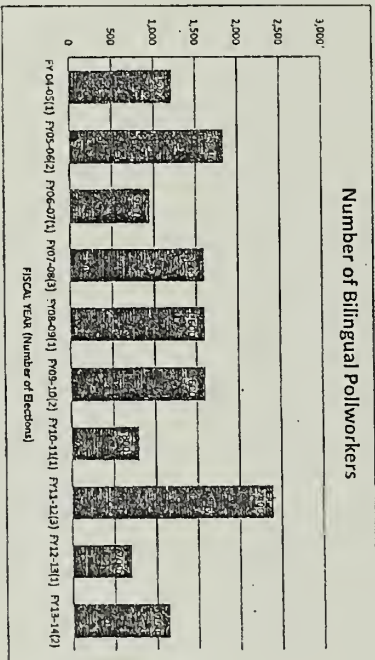
Date	Fiscal Year	Number of Outreach Events
	FY 04-05(1)	377
	FY 05-06(2)	626
	FY 06-07(1)	432
	FY 07-08(1)	313
	FY 08-09(1)	291
	FY 09-10(2)	222
	FY 10-11(1)	150
	FY 11-12(3)	450
	FY 12-13(1)	350
	FY 13-14(2)	370



GRAPH 2

Department	Department of Elections
Title	Actual Number of Bilingual Pollworkers Recruited
Type of Graph (Line, Pie, Bar, etc.)	Bar Chart
Caption/Description:	As required by the Voting Rights Act, Varies based upon number of elections in a fiscal year and whether the Department is funded for increased pollworker placement. Number may double in years with two major elections.

Date	Fiscal Year	Number of Bilingual Pollworkers
	FY 04-05(1)	1,224
	FY 05-06(2)	1,840
	FY 06-07(1)	951
	FY 07-08(3)	1,900
	FY 08-09(1)	1,697
	FY 09-10(2)	600
	FY 10-11(1)	2,005
	FY 11-12(3)	760
	FY 12-13(1)	1,150
	FY 13-14(2)	





BUDGET FORM 2A: Revenue Report  
DEPARTMENT NAME: ELECTIONS

Please identify proposed revenue changes from the FY 2011-12 Adopted Budget (AAO) and the FY 2012-13 Department Proposed Budget at the program and subobject level. Note: To submit this information, run the 15.40.007 report from the budget system. For any proposed changes, fill in the columns for FY 2010-11 Actuals, FY 2011-12 Projection and the explanation of change. Please contact your Mayor's Office or Controller's Office Analyst if you need assistance running this report. All submissions must be formatted appropriately so that printed copies are easily readable for the public.

[illegible]



Budget Form 2B: Schedule of Licenses, Permits, Fines & Service Charges

DEPARTMENT: ELECTIONS

Inflation Factor for FY 2013-12 Fee Auto Increase as per Code Section -- 2.7%  
CPI will be updated in Jan. 2012. Call Controller's Budget Office to confirm CPI before submitting.

CPI Adjustment
Yes
No

Inflation Factor for FY 2013-12: 2.7%

Item #	Fee Status	Description	Code Authorization	Auto CPI Adjust	Fee Index	FY 2011-12 Fee	FY 2011-12 Units	FY 2011-12 Revenue	FY 2011-12 Cost Recovery	FY 2012-13 Fee	FY 2012-13 Units	FY 2012-13 Revenue	FY 2012-13 Cost Recovery	Unit Basis (per sq. ft.)	FY 2013-14 Fee	FY 2013-14 Units	FY 2013-14 Revenue	FY 2013-14 Cost Recovery	Unit Basis (per sq. ft.)	FY 2013-14 Fee	FY 2013-14 Units	FY 2013-14 Revenue	FY 2013-14 Cost Recovery	Unit Basis (per sq. ft.)	FY 2013-14 Fee	FY 2013-14 Units	FY 2013-14 Revenue	FY 2013-14 Cost Recovery	Unit Basis (per sq. ft.)	
1	C	FILING FEE -		N/D	60136	805001	\$	-		500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00
2	C	FILING FEE -		N/D	60136	805001	\$	-		500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00
3	C	SUPERVISOR #		N/D	60136	805001	\$	-		500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00
4	C	SUPERVISOR #		N/D	60136	805001	\$	-		500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00
5	C	SUPERVISOR #		N/D	60136	805001	\$	-		500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00
6	C	SUPERVISOR #		N/D	60136	805001	\$	-		500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00
7	C	SUPERVISOR #		N/D	60136	805001	\$	-		500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00
8	C	SUPERVISOR #		N/D	60136	805001	\$	-		500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00
9	C	SUPERVISOR #		N/D	60136	805001	\$	-		500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00
10	C	SUPERVISOR #		N/D	60136	805001	\$	-		500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00
11	C	SUPERVISOR #		N/D	60136	805001	\$	-		500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00
12	C	SUPERVISOR #		N/D	60136	805001	\$	-		500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00
13	C	SUPERVISOR #		N/D	60136	805001	\$	-		500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00
14	C	MAYOR		N/D	60136	805001	\$	4,994.00		500.00	7	\$ 34,538.00			500.00	7	\$ 34,538.00			500.00	7	\$ 34,538.00			500.00	7	\$ 34,538.00			500.00
15	C	ATTORNEY		N/D	60136	805001	\$	4,994.00		500.00	7	\$ 34,538.00			500.00	7	\$ 34,538.00			500.00	7	\$ 34,538.00			500.00	7	\$ 34,538.00			500.00
16	C	SHEARF		N/D	60136	805001	\$	3,904.00		500.00	7	\$ 34,538.00			500.00	7	\$ 34,538.00			500.00	7	\$ 34,538.00			500.00	7	\$ 34,538.00			500.00
17	C	ATTORNEY		N/D	60136	805001	\$	-		500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00
18	C	THE ASPIRE		N/D	60136	805001	\$	-		500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00
19	C	RECORDER		N/D	60136	805001	\$	-		500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00
20	C	RECORDER		N/D	60136	805001	\$	-		500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00
21	C	COUNT JUDGES		N/D	60136	805001	\$	2,216.00		500.00	7	\$ 34,538.00			500.00	7	\$ 34,538.00			500.00	7	\$ 34,538.00			500.00	7	\$ 34,538.00			500.00
22	C	ARGUMENTS		N/D	60136	805001	\$	5,200.00		500.00	7	\$ 34,538.00			500.00	7	\$ 34,538.00			500.00	7	\$ 34,538.00			500.00	7	\$ 34,538.00			500.00
23	C	STEWARTSON		N/D	60136	805001	\$	200.00		500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00
24	C	AGENDMENT		N/D	60136	805001	\$	200.00		500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00
25	C	OF POLICY		N/D	60136	805001	\$	200.00		500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00
26	C	FBI/AV FBI/AV		N/D	60136	805001	\$	0.75		500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00
27	C	OF		N/D	60136	805001	\$	3.00		500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00
28	C	Superiorial		N/D	60136	805001	\$	5.00		500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00
29	C	Document Copies		N/D	60136	805001	\$	0.10		500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00	7	\$ 3,500.00			500.00

Fee Status: C - Continuing

M - Modified

N - New

Note:  
- If Auto CPI adjustment = Yes, FY 2011-12 and FY 2012-13 Fee will be automatically generated based on the inflation factor determined by the Controller.  
If Auto CPI adjustment = No, FY 2011-12 and FY 2012-13 Fee will remain the same as previous year or entered by dept according to Code Authorization.

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# BUDGET FORM 3A: Program Expenditure Report

DEPARTMENT NAME:

Please identify proposed changes in expenditures from the FY 2011-12 base budget at the object level.  
 Note: To submit this information, please run the 15.40.005 and 15.40.006 reports from the budget system and fill in the column for the explanation of change.  
 Please contact your Mayor's Office or Controller's Office Analyst if you need assistance running this report.  
 All submissions must be formatted appropriately so that printed copies are easily readable for the public.

Budget System Report 15.40.005 Expenditures (at Object Level)						FILL IN				FILL IN				FILL IN
GFS	Subfund	Program	Program Title	Char	Object	Object Title	FY 2011-12 Orig Budget	FY 2012-13 Base Budget	FY 2012-13 Dept Proposed	Change from FY 2012-13 Base Budget	FY 2013-14 Base Budget	FY 2013-14 Dept Proposed	Change from FY 2013-14 Base Budget	Explanation of Change for each Budget Year
GFS	AAA	FCH	ELECTIONS	001	001	PERMANENT SALARIES-MISC	1,357,632	1,424,698	1,424,698	\$ -	1,430,174	1,430,174	\$ -	Salary
GFS	AAA	FCH	ELECTIONS	001	005	TEMP SALARIES- MISC	2,688,070	2,688,070	2,292,493	\$ (395,577)	2,688,070	3,019,541	\$ 331,471	Temp request based on 1 election for FY2012-13 and 2 elections for FY13-14
GFS	AAA	FCH	ELECTIONS	001	009	PREMIUM PAY	14,000	14,000	14,764	\$ 764	14,000	23,000	\$ 9,000	Premium pay.
GFS	AAA	FCH	ELECTIONS	001	011	OVERTIME	512,092	512,092	302,891	\$ (209,201)	512,092	587,435	\$ 75,343	Overtime request is based on 1 election for FY2012-13 and 2 elections for FY13-14.
GFS	AAA	FCH	ELECTIONS	001	012	HOLIDAY PAY	11,000	11,000	11,000	\$ -	11,000	22,000	\$ 11,000	Holiday pay request is baseo on 1 election for FY2012-13 and 2 elections for FY13-14.
GFS	AAA	FCH	ELECTIONS	013	013	RETIREMENT	245,597	252,457	487,462	\$ 235,005	281,458	509,222	\$ 227,764	Retirement based on 1 election for FY2012-13 and 2 elections for FY13-14.
GFS	AAA	FCH	ELECTIONS	013	014	SOCIAL SECURITY	347,433	352,168	283,536	\$ (68,632)	352,474	352,474	\$ -	Social security based on 1 election for FY2012-13 and 2 elections for FY13-14.
GFS	AAA	FCH	ELECTIONS	013	015	HEALTH SERVICE	424,525	438,936	425,525	\$ (13,411)	452,589	452,589	\$ -	Health Services based on 2 elections
GFS	AAA	FCH	ELECTIONS	013	016	DENTAL COVERAGE	27,631	29,738	60,000	\$ 30,262	31,733	66,625	\$ 34,892	Dental based on 1 election for FY2012-13 and 2 elections for FY13-14.
GFS	AAA	FCH	ELECTIONS	013	017	UNEMPLOYMENT INSURANCE	13,747	11,624	10,584	\$ (1,040)	11,639	12,660	\$ 1,021	Unemployment insurance based on 1 election for FY2012-13 and 2 elections for FY13-14.
GFS	AAA	FCH	ELECTIONS	013	019	OTHER FRINGE BENEFITS	15,989	17,050	30,294	\$ 13,244	17,802	30,294	\$ 12,492	Other fringe benefits based on 2 elections
GFS	AAA	FCH	ELECTIONS	021	021	TRAVEL	1,200	1,200	3,500	\$ 2,300	1,200	3,500	\$ 2,300	Annual workshop and training for managers and staff.
GFS	AAA	FCH	ELECTIONS	021	022	TRAINING	8,100	8,100	8,100	\$ -	8,100	8,100	\$ -	Training: Classes for IT application and new technology.



# get Form 2C: Fee Cost Recovery

ITEM: ELECTIONS

Description:

Code of Proposed Revenue:

Code of Proposed Revenue:

Department Providing Service:

Fee Administrator:

Code Authorization/Proposed Fee Ordinance/File No.:

Fee (New/Continuing):

Fee (New/Continuing):

Service Description:

Proposed Fee (FY 2013-14):

Proposed Fee (FY 2012-13):

Current Fee (FY 2011-12):

\$ 72,000.00 (1)

\$ 72,000.00 (2)

\$ 82,000.00 (3)

The following elections for FY12-13 and FY13-14: Health Service Elections, May 2013 and May 2014, estimated cost is \$72,000 per election.

FY 2013-14 Fee (Proposed):	\$ 72,000.00	FY 2013-14 Proposed Fee Increase/Decrease:	\$ -
FY 2012-13 Fee (Proposed):	\$ 72,000.00	FY 2013-14 % Proposed Fee Change from FY 2012-13 Fee:	0.00%
FY 2011-12 Fee (Current):	\$ 82,000.00	FY 2012-13 Proposed Fee Increase/Decrease:	\$ (10,000.00)
		% Proposed Fee Change from Current Fee:	-12.20%

Fee Prior to Current:	\$ 82,000.00	Fiscal Year of Prior Fee Change:	
Current Fee Increase/Decrease from Prior Fee:	\$ -	% Current Fee Change from Prior Fee:	0.00%

ESTIMATED REVENUE DERIVED FROM SERVICE		FY2012-13 ESTIMATED COSTS TO PROVIDE SERVICE			
Quantity Estimated		D Direct Costs		FY 2012-13 Cost Estimated	% of Total
# of Units of Service Provided	1	Productive Labor & Benefits (0.75 of 2011-12 Salary & MFB)		\$ 67,801	80.28%
		Leave & Non-Productive Time (0.25 of FY 2011-12 Salary & MFB)		\$ 9,267	12.87%
		Space Rental Equivalent		\$ 4,932	6.85%
		Materials & Supplies			0.00%
Fee per Unit (Proposed)	\$ 72,000	E Indirect Costs	Rate		
		Departmental Overhead	18.00%		0.00%
		Central Services Overhead *	3.00%		0.00%
FY 2012-13 Revenue Budgeted (A x B)	\$ 72,000	F FY 2012-13 Direct & Indirect Costs		\$ 72,000	100.00%
		G FY 2012-13 Revenue Recovery Rate (C/F)	100.00%		
		H Required Fee For 100% Cost Recovery (F/A)	\$ 72,000.00		
		I Over (+) or Under (-) 100% Cost Recovery (B-H)	\$ 0.00		
FY 2012-13 Estimated Revenue [(2) x A]:				\$ 72,000.00	
FY 2011-12 Estimated Revenue [(3) x A]:				\$ 82,000.00	
FY 2012-13 Estimated Revenue Increase/Decrease Based on Proposed Fee:				\$ (10,000.00)	

ESTIMATED REVENUE DERIVED FROM SERVICE		FY2013-14 ESTIMATED COSTS TO PROVIDE SERVICE			
Quantity Estimated		D Direct Costs		FY 2013-14 Cost Estimated	% of Total
# of Units of Service Provided	1	Productive Labor & Benefits (0.75 of 2012-13 Salary & MFB)		\$ 67,801	80.28%
		Leave & Non-Productive Time (0.25 of FY 2012-13 Salary & MFB)		\$ 9,267	12.87%
		Space Rental Equivalent		\$ 4,932	6.85%
		Materials & Supplies			0.00%
Fee per Unit (Proposed)	\$ 72,000	E Indirect Costs	Rate		
		Departmental Overhead	18.00%		0.00%
		Central Services Overhead *	3.00%		0.00%
FY 2013-14 Revenue Budgeted (A x B)	\$ 72,000	F FY 2013-14 Direct & Indirect Costs		\$ 72,000	100.00%
		G FY 2013-14 Revenue Recovery Rate (C/F)	100.00%		
		H Required Fee For 100% Cost Recovery (F/A)	\$ 72,000.00		
		I Over (+) or Under (-) 100% Cost Recovery (B-H)	\$ 0.00		
FY 2013-14 Estimated Revenue [(1) x A]:				\$ 72,000.00	
FY 2012-13 Estimated Revenue [(2) x A]:				\$ 72,000.00	
FY 2013-14 Estimated Revenue Increase/Decrease Based on Proposed Fee:				\$ -	

Central Services Overhead Rates Contact the Controller's Budget Office.

GFS	Subfund	Program	Program Title	Char	Object #	Object Title	FY 2011-12 Orig Budget	FY 2012-13 Base Budget	FY 2012-13 Dept Proposed	Change from FY 2012-13 Base Budget	FY 2013-14 Base Budget	FY 2013-14 Proposed	Change from FY 2013-14 Base Budget	Explanation of Change for each Budget Year
GFS	AAA	FCH	ELECTIONS	021	023	EMPLOYEE EXPENSES	500	500	500 \$	-	500	1,000 \$	500	Employee field expense: Pays for toll, parking meters, and other parking. Request is based 1 election for FY2012-13 and 2 elections for FY13-14.
GFS	AAA	FCH	ELECTIONS	021	024	MEMBERSHIP FEES	975	975	1,025 \$	50	975	1,075 \$	100	Membership fees: CAGCO membership for managers, Director, and Deputy Directors.
GFS	AAA	FCH	ELECTIONS	021	026	COURT FEES AND OTHER COMPENSATION	40,540	40,540	2,900 \$	(37,640)	40,540	3,100 \$	(37,440)	Translation: Based on 1 election for FY2012-13 and 2 elections for FY13-14.
GFS	AAA	FCH	ELECTIONS	021	027	PROFESSIONAL & SPECIALIZED SERVICES	2,967,826	2,967,826	2,025,171 \$	(942,655)	2,967,826	3,003,624 \$	35,798	Professional services: Request is based on 1 election for FY2012-13 and 2 elections for FY13-14. This category includes fees associated with absentee mailings, translation of VIP, People Connection for election night assistance, Voting machine and service Contract, poll worker.
GFS	AAA	FCH	ELECTIONS	021	028	MAINTENANCE SVCS-BUILDING & STRUCTURES	6,438	6,438	10,624 \$	4,186	6,438	13,624 \$	7,186	Maintenance services - Sunset scavenger & GRM.
GFS	AAA	FCH	ELECTIONS	021	029	MAINTENANCE SVCS- EQUIPMENT	12,047	12,047	5,745 \$	(6,302)	12,047	11,300 \$	(747)	Other equipment maintenance - envelope opener. Based on 1 election for FY2012-13 and 2 elections for FY13-14.
GFS	AAA	FCH	ELECTIONS	021	030	RENTS & LEASES- BUILDINGS & STRUCTURES	1,072,804	1,072,804	1,046,088 \$	(26,716)	1,072,804	1,157,267 \$	84,463	Rent and leases: Request is based on 1 election for FY2012-13 and 2 elections for FY13-14: Civic Auditorium/Brooks Hall, City College, and outreach locations, Civic Center garage and Imperial parking, polling place stipend

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GFS Subfund	Program	Program Title	Char	Object	Object Title	FY 2011-12 Orig Budget	FY 2012-13 Base Budget	FY 2012-13 Dept Proposed	Change from FY 2012-13 Base Budget	FY 2013-14 Base Budget	FY 2013-14 Dept Proposed	Change from FY 2013-14 Base Budget	Explanation of Change for each Budget Year
GFS AAA	FCH	ELECTIONS	021	031	RENTS & LEASES- EQUIPMENT	200,655	211,117	158,045	\$ (53,072)	211,117	211,948	\$ 831	Rent and leases of equipment. Request is based on 1 election for FY2012-13 and 2 elections for FY13-14. Rental of 3 trucks and 174 vans during election period, 2 forklifts. Trucks are used to transport ballots and vans are used by Sheriffs to pick up ballots and memory cards. Portable toilets to
SFS AAA	FCH	ELECTIONS	021	035	OTHER CURRENT EXPENSES	3,699,880	3,699,880	2,433,723	\$ (1,266,157)	3,699,880	4,097,446	\$ 397,566	Other current expenses: Request is based on 1 election for FY2012-13 and 2 elections for FY13-14. 2 elections; and this category includes computer maintenance, printing, postage, express overnight, printing of ballots and VIP
SFS AAA	FCH	ELECTIONS	021	052	TAXES, LICENSE & PERMITS	8,193	8,193	9,918	\$ 1,725	8,193	19,836	\$ 11,643	Materials and supplies request is based on 1 election for FY2012-13 and 2 elections for FY13-14. 2 elections. This category includes supplies to set up and operate 409-567 polling places.
SFS AAA	FCH	ELECTIONS	040	042	BUILDING & CONSTRUCTION SUPPLIES	37,358	37,358	17,054	\$ (20,304)	37,358	31,738	\$ (5,620)	Water dispenser and filters for Pier 48 and City hall room 48
SFS AAA	FCH	ELECTIONS	040	045	UNIFORMS			271	\$ 271		542	\$ 542	
SFS AAA	FCH	ELECTIONS	040	046	FOOD	1,000	1,000	330	\$ (670)	1,000	660	\$ (340)	Coffee and pastries for Ballot Simplification Committee.

7(7)



GFSS	Subfund	Program	Program Title	Char	Object	Objective	FY 2011-12 Orig Budget	FY 2012-13 Base Budget	FY 2012-13 Dept. Proposed	Change from: FY 2012-13 Base Budget	FY 2013-14 Base Budget	FY 2013-14 Proposed	Change from: FY 2013-14 Base Budget	Explanation of Change for each Budget Year
GFSS	AAA	FCH	ELECTIONS	040	049	OTHER MATERIALS & SUPPLIES	244,236	284,236	260,061	\$ (24,175)	284,236	226,769	\$ (57,467)	Materials and supplies request is based on 1 election for FY2012-13 and 2 elections for FY13-14.2 elections. This category includes supplies for the office, misc supplies for outreach and material and supplies for 409-567 polling places, applications/database server, workstation backup storage, disaster recove
GFSS	AAA	FCH	ELECTIONS	060	060		0	0	38,187	\$ 38,187	0		\$ -	
GFSS	AAA	FCH	ELECTIONS	060	064		0	56,057	0	\$ (56,057)	100,181		\$ (100,181)	
GFSS	AAA	FCH	ELECTIONS	001	001		0	0	0	-	0		\$ -	
GFSS	AAA	FCH	ELECTIONS	06P	06P		220,000	0	0	-	0		\$ -	
GFSS	AAA	FCH	ELECTIONS		081C5	IS-TIS-ISD SERVICES								TIS-ISD Services: Communication Infrastructure Services & Support
GFSS	AAA	FCH	ELECTIONS		081CA	GF-ADM- GENERAL(AAO)	\$ 2,356	\$ 2,356	\$ 61,238	\$ 58,882	\$ 2,356	\$ 2,406	\$ 50	GSA- IT and Accounting support, Additional engineering and custodial service for weekends.
GFSS	AAA	FCH	ELECTIONS		081CB	GF-RISK MANAGEMENT SERVICES (AAO)	\$ 196,000	\$ 196,000	\$ 138,000	\$ (58,000)	\$ 196,000	\$ 196,000	\$ -	Risk Management Services
GFSS	AAA	FCH	ELECTIONS		081CI	IS-TIS-ISD SERVICES- INFRASTRUCTUR E COST	\$ 32,557	\$ 32,557	\$ 27,267	\$ (5,290)	\$ 32,557	\$ 23,721	\$ (8,836)	
GFSS	AAA	FCH	ELECTIONS		081ET	GF-TIS- TELEPHONE(AAO )	\$ 84,966	\$ 108,201	\$ 108,201	\$ -	\$ 104,820	\$ 99,683	\$ (5,137)	TIS- Telephone. Based on 1 election for FY2012-13 and 2 elections for FY13-14.
GFSS	AAA	FCH	ELECTIONS		081FM	GF-GSA- FACILITIES MANAGEMENT SERVICES	\$ 63,597	\$ 72,000	\$ 42,790	\$ (29,210)	\$ 72,000	\$ 65,035	\$ (6,965)	
GFSS	AAA	FCH	ELECTIONS		081H4	GF-HR-CLIENT SRVS/RECRUIT/A SSESS	\$ 17,000	\$ 17,000		\$ (17,000)	\$ 17,000	\$ 17,000	\$ -	DHR Client Services support
GFSS	AAA	FCH	ELECTIONS		081M2	GF-CHF-YOUTH MANAGE	\$ 90,000	\$ 90,000	\$ 90,000	\$ -	\$ 90,000	\$ 90,000	\$ -	Mayor's Youth Works



FY	Fund	Subfund	Program	Program Title	Char	Object	Object Title	FY 2011-12 Org Budget	FY 2012-13 Base Budget	FY 2012-13 Dept Proposed	Change from: FY 2012-13 Base Budget	FY 2013-14 Base Budget	FY 2013-14 Dept Proposed	Change from FY 2013-14 Base Budget	Explanation of Change for each Budget Year
GFS	AAA	FCH	ELECTIONS			081PA	IS-PURCH- CENTRAL SHOPS- AUTO MAINT	\$ 2,116	\$ 2,116	\$ 1,924	\$ (192)	\$ 2,116	\$ 2,116	\$ -	Purch- Central Shops- Auto Maintenance
GFS	AAA	FCH	ELECTIONS			081PE	IS-PURCH- VEHICLE LEASING (AAO)	\$ 8,170	\$ 8,170	\$ 8,170	\$ -	\$ 8,170	\$ 8,170	\$ -	Purch-Vehicle Leasing 8663
GFS	AAA	FCH	ELECTIONS			081PF	IS-PURCH- CENTRAL SHOPS- FUEL STOCK								Purch-Central Shops-Fuel Stock 9081. Based on 1 election for FY2012-13 and 2 elections for FY13- 14.
SFS	AAA	FCH	ELECTIONS			081PK	GF-PARKING & TRAFFIC	\$ 6,187	\$ 6,187	\$ 6,187	\$ -	\$ 6,187	\$ 6,187	\$ -	Parking & Traffic. Based on 2 elections.
SFS	AAA	FCH	ELECTIONS			081PM	GF-PURCH-MAIL SERVICES	\$ 80,000	\$ 80,000	\$ 45,151	\$ (34,849)	\$ 80,000	\$ 80,000	\$ -	Purch-Mail Services on 2 elections.
SFS	AAA	FCH	ELECTIONS			081PR	IS-PURCH- REPRODUCTION	\$ 34,192	\$ 34,192	\$ 30,000	\$ (4,192)	\$ 34,192	\$ 34,000	\$ (192)	Purch- Reproduction. Based on 1 election for FY2012-13 and 2 elections for FY13-14.
SFS	AAA	FCH	ELECTIONS			081SH	GF-SHERIFF	\$ 66,719	\$ 66,719	\$ 45,551	\$ (21,168)	\$ 66,719	\$ 63,294	\$ (3,425)	Sheriff. Based on 2 elections.
SFS	AAA	FCH	ELECTIONS			081UL	GF-PUC-LIGHT HEAT & POWER	\$ 351,834	\$ 434,000	\$ 236,959	\$ (197,041)	\$ 434,000	\$ 343,534	\$ (90,466)	PG&E for Pier 48. Based on 2 elections.
SFS	AAA	FCH	ELECTIONS			081WB	SR-DPW- BUILDING REPAIR	\$ 1,428	\$ 2,093	\$ 2,000	\$ (93)	\$ 2,339	\$ 2,000	\$ (339)	DPW- Building Repair at City Hall and Custodial for Pier 48
SFS	AAA	FCH	ELECTIONS			086HS	EXP REC FR HSS (AAO)	\$ 10,598	\$ 10,598	\$ 10,598	\$ -	\$ 10,598	\$ 10,598	\$ -	Health Services Elections, May 2013 May 2015
SFS	AAA	FCH	ELECTIONS			086RS	EXP REC FR RETIREMENT SYSTEM (AAO)	\$ -	\$ -	\$ (72,000)	\$ (72,000)	\$ -	\$ (72,000)	\$ (72,000)	
SFS	AAA	FCH	ELECTIONS			08799	EXP REC- UNALLOCATED (NON-AAO FDS)	\$ (82,000)	\$ (82,000)	\$ -	\$ 82,000	\$ (82,000)	\$ -	\$ 82,000	Retirement Board Election Elections: Community College \$247,161, Bart \$203,447
SFS	AAA	FCH	ELECTIONS			087ED	EXP REC FR BUS & ENC DEV (NON- AAO)	\$ -	\$ -	\$ (450,608)	\$ (450,608)	\$ (450,608)	\$ -	\$ 450,608	Business Improvement District Elections

**BUDGET FORM 4: Equipment Report and Request**  
**DEPARTMENT NAME:** Elections

DOES THE DEPARTMENTS BASE BUDGET SUBMISSION INCLUDE EQUIPMENT? \_\_\_\_ YES (If Yes, please complete Table 4A below) \_\_\_\_ NO

**TABLE 4A: EQUIPMENT FUNDED IN OPERATING BUDGET**

Before the submission deadline, please work with the Controller's Budget Office to secure equipment numbers for items listed in this table before entering them in the budget system.

FY2012-13							Sales Tax	9.5%	
Equipment #	Index Code	Equipment Item/Description	New/ Replace	Type (e.g. IT, Vehicle, Other)	VIN (if replaced vehicle)	Number of Units	Cost per Unit	Total Cost w/o Sales Tax	Total Cost with Sales Tax
RE1301	805002	Canon USB Scanner	Replace	IT				7,374	8074.53
RE1302	805002	Sifter	New	IT				16,000	17520
RE1303	805002	Sheet Counting Machine	New	IT				11,500	12592.5
								0	0
GRAND TOTAL									36187.03

FY2013-14								Sales Tax	9.5%
Equipment #	Index Code	Equipment Item/Description	New/ Replace	Type (e.g. IT, Vehicle, Other)	VIN (if replaced vehicle)	Number of Units	Cost Per Unit	Total Cost	Total Cost with Sales Tax
								0	0
								0	0
								0	0
								0	0
								0	0
GRAND TOTAL								0	0

**TABLE 4B: GENERAL FUND EQUIPMENT REQUEST \*\*\*NOTE ALL VEHICLE REQUESTS WILL BE VETTED BY FLEET MANAGEMENT**

Departments that are making a General Fund equipment request that cannot be purchased within the proposed budget submission should complete this form.  
 Equipment numbers will be assigned after the Mayor's Budget Office finalizes citywide equipment allocations. Enterprise departments do not need to complete this form.  
 Please include installation costs (if applicable) in the budget request.

FY2012-13							Total Cost with Sales Tax		Justification of Need
Priority #	Index Code	Equipment Item/Description	New/Replace	Type (e.g. IT, Vehicle, Other)	VIN (if replaced vehicle)	Number of Units	Cost per Unit	Total Cost	
								0	
								0	
								0	
								0	
								0	
								0	
GRAND TOTAL								0	

FY2013-14							Total Cost with Sales Tax		Justification of Need
Priority #	Index Code	Equipment Item/Description	New/Replace	Type (e.g. IT, Vehicle, Other)	VIN (if replaced vehicle)	Number of Units	Cost per Unit	Total Cost	
								0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	

(6) 2

(10) 7

# BUDGET FORM 6: 2.5% Contingency Plan Summary Form

DEPARTMENT NAME:

Reduction Priority	Summary of Potential Reduction and Impacts	Rationale for Reduction	FY 2011-12 Budget Amount	FY 2012-13 Reduction Amount	FY 2013-14 Reduction Amount	One Time or Ongoing Solution?
1	Payments to Pollworker	Reducing Polling Places for the November 2013 election	0	0	112739	One Time
2	Payments to Polling Places	Reducing Polling Places for the November 2013 election	0	0	22500	One Time
3	Vehicle Rental	Reducing Polling Places for the November 2013 election	0	0	29469	One Time
Total Reductions:			0	0	164708	



## DEPARTMENT:

[illegible]

FY 2013-14 Changes - Contract Description										Proposed FY 2012-13				Proposed FY 2013-14				Changes		Bird Expiration of Service Impact
Contractor Name	Net-Gross FY11-12 (T/N)	Bid/Service/ Product Description	Fund Code	Program Code	Subcode	Type of Unit (e.g. linear ft, widgets, etc.)	# Units	Start (MM/DD/YYYY)	End (MM/DD/YYYY)	Total # Years	Original Budget Amount (A)	% GFS	Total GFS Support (C)	Total Contract Hours	Proposed Budget (B)	% GFS Support (D)	Total Contract Hours	Net Change - Total (B-A) GFS	Net Change - Contract Hours	
Direct Payment to subcontractor	N	Polymers used for road	AAA	FCH	2710						\$ 407,288	\$ -	\$ -		\$ 701,798	\$ -		\$ 294,510	\$	
		Domestic flagging machines and services	AAA	FCH	2789						\$ 883,700	\$ -	\$ -		\$ 1,381,100	\$ -		\$ 497,400	\$	
Donation	N	Outdoor painting of ballfields for election	AAA	FCH	2788						\$ 121,000	\$ -	\$ -		\$ 242,000	\$ -		\$ 121,000	\$	
K&H	N	Sign pointing for 1 election	AAA	FCH	2786						\$ 320,000	\$ -	\$ -		\$ 383,168	\$ -		\$ 63,168	\$	
RPOG	N	Sign pointing for 1 election	AAA	FCH	2786						\$ 800	\$ -	\$ -		\$ 1,200	\$ -		\$ 400	\$	
St. Police	N	Forming and pouring material in ballfield and braille for 1 election	AAA	FCH	2788						\$ 90	\$ -	\$ -		\$ 180	\$ -		\$ 90	\$	
Landscape by the Strand	N	American Sign Language for 1 election	AAA	FCH	2788						\$ 1,000	\$ -	\$ -		\$ 2,000	\$ -		\$ 1,000	\$	
Adel. Interiors	N	Lock and pry door for 1 election	AAA	FCH	2788						\$ 600	\$ -	\$ -		\$ 1,200	\$ -		\$ 600	\$	
ABC Security Service	N	Temporary employees for election sign for 1 election	AAA	FCH	2788						\$ 8,856	\$ -	\$ -		\$ 16,217	\$ -		\$ 7,361	\$	
People Connection	N	US Security System maintenance	AAA	FCH	2788						\$ 500	\$ -	\$ -		\$ 500	\$ -		\$ 500	\$	
United Artists	N											\$ -	\$ -			\$ -		\$ 386,070	\$	
											\$ 1,743,284	\$ -	\$ -		\$ 2,728,364	\$ -		\$ 1,743,284	\$	

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[illegible][illegible]

## 049 Data Processing Supplies

Please Fill Out Highlighted Areas Only.

Department of Elections  
Assembly of Vote By Mail Envelopes (VBM)  
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)  
FISCAL YEAR 2012-13

**ESTIMATED CITY COSTS:**

### PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bl-Weekly Rate	Low	High
Junior Clerk	1402	15.0	\$ 1,394 \$1,690	\$ 545.751	\$ 661.635
				0	0
				0	0
				0	0
				0	0
				0	0
				0	0
				0	0
				0	0
				0	0
Holiday Pay (if applicable)				17,317	20,594
Night / Shift Differential (if applicable)				15,447	18,728
Overtime Pay (if applicable)				0	0
Other Pay (if applicable)				0	0
Total Salary Costs		15.0		578,516	701,357

### FRINGE BENEFITS

Variable Fringes (3)	0	0
Fixed Fringes (4)	42,666	51,743
Total Fringe Benefits	42,666	51,743

ADDITIONAL CITY COSTS (if applicable)

	0	.	0
	0		0
	0		0
	0		0
	0		0
	0		0
	0		0
Total Capital & Operating	0		0

ESTIMATED TOTAL CITY COST .

LESS: ESTIMATED TOTAL CONTRACT COST

### ESTIMATED SAVINGS

**% of Savings to City Cost**

Comments/Assumptions:

1. FY 07/08 would be/was the first year these services are/were contracted out.
2. Salary levels reflect proposed salary rates effective July 1, 2012. Costs are represented as annual 12 month costs.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

## FY 2012-13 Changes/Assumptions:

20.30% new CCSF retirement rate  
7.50% City pick-up of employee retirement (if applicable)  
Note: Some unions, such as SEIU, no longer receive City pick-up.

**To Be Completed by Controller's Office:**

### Fringe Benefits:

[illegible]



### Contract Cost Details

Estimated Contract Cost:	Low	High
	121,000	121,000

### Contract Cost Calculation:

Please show all calculations made to estimate contract cost. Describe assumptions and source of data above.

### Contract Monitoring Costs:

Does/would contract require monitoring? If yes, fill out the details below. If not, explain why. Yes,	
---	--

### Salary:

Job Class	Job Class Title	# of FTEs	Biweekly Rate	Low	High
1402	Junior Clerk	15.0	1,394	1,690	
				545,751	661,635

### Benefits:

Union	Fixed (\$)	Variable Rate (%)	Variable Low (\$)	Variable High (\$)	Fixed * FTE (\$)	Total Fringe Low (\$)	Total Fringe High (\$)
			0	0	0	0	0

1. List all assumptions made in calculating contract cost. Include any private wage rates, population estimates, square footage estimates or other data used in calculating your contract cost.
- 2.
- 3.
- 4.

# PROP J ANALYSIS SUMMARY

Department of Election  
Assembly of VBM Ballots  
SCAL YEAR 2012-13

## City Cost, given that services are not contracted out

	low range	high range
Total Annual Salary	545,751	661,635
Total Other Pay	0	0
Total Fringe Benefits	42,666	51,743
Additional City Costs	0	0
	<u>588,417</u>	<u>713,378</u>

## City Cost, given that services are contracted out

Contract Cost	121,000	121,000
Contract Monitoring	0	0
	<u>121,000</u>	<u>121,000</u>

City Savings from Contracting Out, Savings/(Cost)	709,417	834,378
---	---------	---------

## Departmental Contact

phone: 1-415-554-4347  
mail: [aura.mendieta@sfgov.org](mailto:aura.mendieta@sfgov.org)

## Contract Cost Contact, if different from Department contact

phone:  
mail:



## **\*\*SUNSHINE & ETHICS TRAINING 2/28\*\***

Department Heads, Adrienne Pon, Amy Quesada, Anita Sanchez, Asja Steeves, boris.delepine, Chris Schulman, Cristina Garcia, Crystal Stewart, CVaughn, Cynthia Vasquez, Dan Mauer, Delene Wolf, Eric Nelson, Eugene Flannery, gladis.steinway, Gail Hilliard, janet.austin, Jean Caramatti, Jennifer Norris, John St.Croix, Kay Gulbengay, lashaun.williams, lhathhorn, Iaini.scott, Linda Avery, Louise Rainey, Angela Calvillo, martin,

Laurel Turner to: Margaret.McArthur, Mario Yedidia, Mark Morewitz, MHoush, Monica.Fish, Monica L Quattrin, Norm.Nickens, Pauline Silva-Re, Roberta.Boomer, sblackman, sonya.harris, Sharon.Page\_Ritchie, Stephen Noetzel, Timothy Falvey, Victor.Pacheco, Wallace Levin, Eric L Mar, Mark Farrell, David Chiu, Carmen Chu, Christina Olague, Jane Kim, Sean Elsbernd, Scott Wiener, David Campos, Malla Cohen, John Avalos, Phil Ting, George Gascon, Jeff Adachi, Ross Mirkarimi, Jose Cisneros

02/08/2012 11:08 AM

Cc: Department Head Assistant, Nicole Wheaton, Olga Ryerson

History:

This message has been forwarded.

## **SUNSHINE & ETHICS TRAINING FOR CITY OFFICIALS**

Date: Tuesday, February 28, 2012  
Time: Sign-in: 5:30 p.m. to 6:00 p.m.  
Program: 6:00 p.m. to 8:00 p.m.  
Location: The Green Room  
Veterans Building, 2nd Floor  
401 Van Ness Ave. (at McAllister St.)

Our 2012 Sunshine & Ethics Training for all City officials will take place on Tuesday, February 28. Sign-in will begin at 5:30. Members of the State Bar will receive MCLE credit (but not Legal Ethics credit) for attending the training.

All City department heads, commissioners and elected officials must receive periodic training on these issues. Each official must complete a Sunshine training once every calendar year, by December 31. And under State law, each official must complete ethics training within one year of taking office and once every two years thereafter, by no later than two years from the date the official last completed the training. Officials who attended the last live training on March 2, 2010 must complete the training again no later than March 1, 2012.

The City Attorney's Office is working with the Ethics Commission to present this training. The training will be filmed by SFGTV and made available in the near future on the websites of the City Attorney and Ethics Commission. Additionally, SFGTV will sell copies of a DVD version of the training for a small charge.

City departments and commissions will be billed a service charge of \$23.00 for each individual in their agency who is mandated to attend this training. This charge will apply regardless of how many officials

7B

attend the training in person. The fee is based on the cost of preparing and presenting this training in past years and will appear on your agency's 4th quarter bill for legal services from the City Attorney's Office.

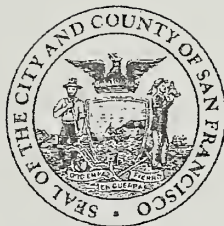
Commission secretaries receiving this email, please forward this information to all members of your Commission.

If you have any questions, please contact Pamela Cheeseborough at [pamela.cheeseborough@sfgov.org](mailto:pamela.cheeseborough@sfgov.org).

7 (B1)



**ELECTIONS COMMISSION**  
*City and County of San Francisco*



03-19-12 P03:33 IN

Gerard Gleason, President  
Jill Rowe, Vice President  
Richard P. Matthews  
Catalina Ruiz-Healy  
Rosabella Safont  
Arnold Townsend

John Arntz  
Director of Elections

Gail Hilliard  
Acting Commission Secretary

**Draft Minutes**  
**Elections Commission Meeting**  
**Wednesday, February 15, 2012**  
**6:00 p.m. Room 408**  
**1 Dr Carlton B Goodlett Pl**  
**San Francisco, Ca 94102**

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**Order of Business**

**1. Call to Order & Roll Call : 6:05 pm**

Present: Commissioner Gerard Gleason, Commissioner Rosabella Safont, Commissioner Arnold Townsend excused 6:10, Commissioner Catalina Ruiz-Healy, Commissioner Jill Rowe, Commissioner Winnie Yu and Commissioner Richard Matthews Also Present Director John Arntz and Deputy Attorney Mollie Lee

**2. Public comment on any issue within the Elections Commission's general jurisdiction.**

Public Speaker David Pilpel thanked the commission for its selection of the Redistricting appointees.

**3. Announcements:**

President Gerard Gleason made an announcement of the new selection of members of the Budget and Oversight of Public Elections Committee he welcomed Chairperson Jill Rowe, Rich Matthews and Catalina Ruiz-Healy.

**4. Approval of Minutes :**

Vote was taken and was unanimous to approve Minutes of January 18, 2012.

**5. Director's Report :**





Director Arntz says that for the *Budget* there are no major changes however that some small changes are expected due to the pollworkers stipend increased by approximately 10 dollars because the department is continually adding new job functions. *Administrative* The department is working on combining Publications and Outreach divisions to for Voter Information Division. Combining the two divisions will increase the staffing pool for both areas and allow us to create uniform materials and benefit more from bilingual personnel. Commissioner Matthews ask why the changes with the deadlines. Director answered it is tied to finance and other studies regarding candidates. *Ballot Distribution* the department has been working with Runbeck Election Services on the sorting equipment for Vote By Mail (VBM) and Provisional Voting envelopes reviewing upgrades to be able to have more information available on the outside of the envelope. The department is working with the envelope vendor in office today, tomorrow and Friday with upgrades. We have discussed tracking using radio frequency this will allow keeping better track on numbers, people and processes in real time we hope to have this by June. *Campaign Services* nominations began Monday February 13, 2012, today we have issued nomination papers to 28 people. *Outreach* we will start interviewing next week. Director Arntz says the department conducted the first Community Network meeting February 9, we had 16 people attend and we received good comments they provided 4 pages of ideas regarding Opt in or Opt out options. *Pollworkers* we are sending out the second issue of the pollworkers training newsletter. Commissioner Gleason commended the Department's Pollworker Newsletter says he was impressed with the recent issue of the newsletter which focused on Election Day operations at polling places and how those functions impact the post election canvas. Commissioner Yu made a comment regarding Radio Frequency Identification (RFID) asked if the information can be retrieved that was supplied by the pollworkers Director Arntz replied yes, this is a system that was created by the department verses a outside company that we rely on for monitoring and data input [*Precinct Services* the department has mailed polling place availability letters asking if their sites can be used for the coming elections in 2012. *Technology* division has been working on getting the equipment ready working, whether the batteries are ok and making sure that any machines that have had problems on more than three occasions is replaced or checked. *Voter Services* this year we have received more petitions than ever, we have increased our budget because of this.

## 6. Commissioners' Reports:

Commissioner Catalina Ruiz-Healy reported on a Department Outreach Meeting she attended. Commissioner Ruiz-Healy recommends and encourages new ways of getting the youth inspired and motivated in the elections

## 7. New Business



**(a) Discussion and possible action to approve the proposed budget for FY 2012-13. Possible report from the Budget and Oversight and Public Elections Committee on this item.**

Vote was taken and was unanimous to approve.

**(b) Discussion and possible action regarding Commissioner's Ethics and Sunshine Ordinance Training**

President Gleason reminded the commissioners that the periodic Ethics and Sunshine Ordinance Training is scheduled for Tuesday February 28, and it important for Commissions to attend.

**8. Old Business**

The Commission moved to closed session for the following item:

**(a) PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Director of Elections John Arntz**

**CLOSED SESSION: 7:02**

Closed Session is held pursuant to Brown Act section 54957(b) and Sunshine Ordinance section 67.10(b) to discuss annual performance evaluation of a public employee. Discussion and possible action.

**The Commission returned to PUBLIC SESSION: 7:51**

**(b) Discussion and possible action regarding closed session action and deliberations. Discussion and vote pursuant to Brown Act section 54957.1 and Sunshine Ordinance section 67.12 on whether to disclose any action taken or discussions held in closed session.**

Motion: The Elections Commission finds that it is in the best interest of the public (not) to disclose its closed session deliberations regarding the performance evaluation of the Director of Elections.

Vote was taken and was unanimous to approve.

**(c) Discussion and possible action to determine procedures and criteria for annual performance review of the Action Commission Secretary.**



This item was tabled until a future meeting.

**9. Discussion and possible action regarding items for future meeting agendas and meeting dates.**

Public Speaker Roger Donaldson, former member the of Voting Task Force spoke on the release of voting totals the night of the elections he feels that the voters should have access to the numbers.

President Gleason stated there will be a Special Meeting of the Full Elections Commission prior to the Budget and Oversight of Public elections Committee meeting to be held at 6:00PM on Wednesday March 7, 2012.

Adjourn      8:00







**ELECTIONS COMMISSION**  
*City and County of San Francisco*

Gerard Gleason, President  
Jill Rowe, Vice President  
Commissioners, Richard P. Matthews  
Arnold Townsend  
Rosabella Safont  
Catalina Ruiz-Healy

John Arntz  
Director of Elections

Gail Hilliard  
Acting Commission Secretary

**Elections Commission Special Meeting**

**Wednesday, March 7, 2012**  
**6:00 p.m.**

03-02-12A11:09 RCVD

**City Hall, Room 421**  
**1 Dr. Carlton B. Goodlett Place**  
**San Francisco, California 94102**

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**Order of Business**

MAR - 2 2012

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1. **Call to Order & Roll Call**
2. **Public comment on any issue within the Elections Commission's general jurisdiction.**
3. **CLOSED SESSION.**

Closed Session is held pursuant to Brown Act section 54957(b) and Sunshine Ordinance section 67.10(b) to discuss annual performance evaluation of a public employee. Discussion and possible action.

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
Director of Elections John Arntz

4. **Discussion and possible action regarding closed session action and deliberations.** Discussion and vote pursuant to Brown Act section 54957.1 and Sunshine Ordinance section 67.12 on whether to disclose any action taken or discussions held in closed session.

Motion: The Elections Commission finds that it is in the best interest of the public (not) to disclose its closed session deliberations regarding the performance evaluation of the Director of Elections.

**Adjournment**

There will be an opportunity for public comment on each agenda item.

Materials contained in the Commission packets for meetings are available for inspection and copying during regular office hours at the Department of Elections, City Hall Room 48. Materials are placed in the Elections Commission's Public Binder no later than 72 hours prior to meetings. Any materials distributed to members of the Elections Commission within 72 of the meeting or after the agenda packet has been delivered to the members are available for inspection at the Department of Elections, City Hall Room 48, in the Commission's Public Binder, during normal office hours.

**Cell phones, pagers and similar sound-producing electronic devices:** The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. The Chair may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

**Disability Access:** The Elections Commission meeting will be held in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in a meeting, please contact the Department of Elections at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 p.m. the previous Friday. Late requests will be honored, if possible. Services available on request include the following: American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes. Please contact the Department of Elections at (415) 554- 4375 or our TDD at (415) 554-4386 to make arrangements for a disability-related modification or accommodation.

**Chemical-Based Products:** In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

**KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code):** Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244, 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO CA 94102-4689; PHONE: (415) 554-7724; FAX: (415) 554-7854; E-MAIL: SOTF@SFGOV.ORG.

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, at the San Francisco Public Library, and on the City's website at <http://www.sfgov.org>.

**Lobbyist Registration and Reporting Requirements:** Individuals that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; and website: [www.sfgov.org/ethics](http://www.sfgov.org/ethics).





03-07-12P02:33 RCVD

**ELECTIONS COMMISSION**  
*City and County of San Francisco*  
Gerard Gleason, President  
Jill Rowe, Vice President  
Commissioners, Richard P. Matthews  
Arnold Townsend  
Rosabella Safont  
Catalina Ruiz-Healy

John Arntz  
Director of Elections

Gail Hilliard  
Acting Commission Secretary

**CANCELLED**  
Elections Commission Special Meeting

Wednesday, March 7, 2012  
6:00 p.m.

City Hall, Room 421  
1 Dr. Carlton B. Goodlett Place  
San Francisco, California 94102

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**Order of Business**

1. Call to Order & Roll Call
2. Public comment on any issue within the Elections Commission's general jurisdiction.
3. **CLOSED SESSION.**

Closed Session is held pursuant to Brown Act section 54957(b) and Sunshine Ordinance section 67.10(b) to discuss annual performance evaluation of a public employee. Discussion and possible action.

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
Director of Elections John Arntz

4. Discussion and possible action regarding closed session action and deliberations. Discussion and vote pursuant to Brown Act section 54957.1 and Sunshine Ordinance section 67.12 on whether to disclose any action taken or discussions held in closed session.

Motion: The Elections Commission finds that it is in the best interest of the public (not) to disclose its closed session deliberations regarding the performance evaluation of the Director of Elections.

**Adjournment**

There will be an opportunity for public comment on each agenda item.





**ELECTIONS COMMISSION**  
*City and County of San Francisco*



Gerard Gleason, President  
Jill Rowe, Vice President  
Richard P. Matthews  
Catalina Ruiz-Healy  
Rosabella Safont  
Arnold Townsend  
Winnie Yu

John Arntz  
Director of Elections

Gail Hilliard  
Acting Commission Secretary

**Elections Commission Meeting**

**Wednesday, March 21, 2012**  
**6:00 p.m.**

**City Hall, Room 408**  
**1 Dr. Carlton B. Goodlett Place**  
**San Francisco, California 94102**

GOVERNMENT  
DOCUMENTS  
DEPT

MAR 19 2012

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**Order of Business**

1. **Call to Order & Roll Call**
2. **Public comment on any issue within the Elections Commission's general jurisdiction.**
3. **Approval of Minutes**

Discussion and possible action to approve the Minutes of the February 15, 2012 Elections Commission Meeting. (attachment: draft minutes)

4. **Director's Report**
  - Division Updates

• Budget/Personnel	• Technology Division
• Campaign Services	• Voter Services
• Outreach	•
• Publications	•
• Poll Worker Division	•

5. **Commissioners' Reports**

- Meetings with public officials
- Oversight and Observation activities
- Long-range planning for Commission activities and areas of study
- Proposed legislation which impacts elections



## 6. Litigation Report

Discussion regarding *All of Us or None et al. v. Bowen et al.*, California Court of Appeal, first appellate district, case number A134775 (filed March 7, 2012).  
(Attachment: writ petition with memorandum of points and authorities)

## 7. CLOSED SESSION.

Closed Session is held pursuant to Brown Act section 54957(b) and Sunshine Ordinance section 67.10(b) to discuss annual performance evaluation of a public employee. Discussion and possible action.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Director of Elections John Arntz

8. **Discussion and possible action regarding closed session action and deliberations.** Discussion and vote pursuant to Brown Act section 54957.1 and Sunshine Ordinance section 67.12 on whether to disclose any action taken or discussions held in closed session.

Motion: The Elections Commission finds that it is in the best interest of the public (not) to disclose its closed session deliberations regarding the performance evaluation of the Director of Elections.

9. **Discussion and possible action to determine procedures and criteria for the annual performance review of the Acting Commission Secretary.**

## 10. Announcements

11. **Discussion and possible action regarding items for future agendas.**

## Adjournment

There will be an opportunity for public comment on each agenda item.

Materials contained in the Commission packets for meetings are available for inspection and copying during regular office hours at the Department of Elections, City Hall Room 48. Materials are placed in the Elections Commission's Public Binder no later than 72 hours prior to meetings. Any materials distributed to members of the Elections Commission within 72 of the meeting or after the agenda packet has been delivered to the members are available for inspection at the Department of Elections, City Hall Room 48, in the Commission's Public Binder, during normal office hours.

**Cell phones, pagers and similar sound-producing electronic devices:** The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. The Chair may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

**Disability Access:** The Elections Commission meeting will be held in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71



Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in a meeting, please contact the Department of Elections at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 p.m. the previous Friday. Late requests will be honored, if possible. Services available on request include the following: American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes. Please contact the Department of Elections at (415) 554- 4375 or our TDD at (415) 554-4386 to make arrangements for a disability-related modification or accommodation.

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**KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code):** Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244, 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO CA 94102-4689; PHONE: (415) 554-7724; FAX: (415) 554-7854; E-MAIL: SOTF@SFGOV.ORG.

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, at the San Francisco Public Library, and on the City's website at <http://www.sfgov.org>.

**Lobbyist Registration and Reporting Requirements:** Individuals that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; and website: [www.sfgov.org/ethics](http://www.sfgov.org/ethics).





IN THE COURT OF APPEAL OF THE STATE OF CALIFORNIA  
FIRST APPELLATE DISTRICT, [DIVISION]

ALL OF US OR NONE, LEGAL SERVICES FOR )  
PRISONERS WITH CHILDREN, LEAGUE OF )  
WOMEN VOTERS OF CALIFORNIA, and ALISHA )  
COLEMAN, )

Petitioners, )

vs. )

DEBRA BOWEN, Secretary of State of the State of )  
California; and JOHN ARNTZ, Director of the )  
Department of Elections, County of San Francisco, )

Respondents. )

---

**PETITION FOR WRIT OF MANDATE AND MEMORANDUM OF  
POINTS AND AUTHORITIES IN SUPPORT OF PETITION**

---

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Additional Counsel Listed on Next Page  
Service on the California Attorney General required by Rule 8.29



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Attorneys for Petitioners





## TO BE FILED IN THE COURT OF APPEAL

APP-008

COURT OF APPEAL, <b>First</b> APPELLATE DISTRICT, DIVISION	Court of Appeal Case Number:
ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): Jory Steele, CA BAR 206944 American Civil Liberties Union Foundation of Northern California 39 Drumm Street San Francisco, CA 94111 TELEPHONE NO.: 415-621-2493 FAX NO. (Optional): 415-255-8437 E-MAIL ADDRESS (Optional): jsteele@aclunc.org ATTORNEY FOR (Name): Petitioner	Superior Court Case Number:
APPELLANT/PETITIONER: ALL OF US OR NONE, ET AL.  RESPONDENT/REAL PARTY IN INTEREST: BOWEN, ET AL.	FOR COURT USE ONLY
CERTIFICATE OF INTERESTED ENTITIES OR PERSONS (Check one): <input checked="" type="checkbox"/> INITIAL CERTIFICATE <input type="checkbox"/> SUPPLEMENTAL CERTIFICATE	
Notice: Please read rules 8.208 and 8.488 before completing this form. You may use this form for the Initial certificate in an appeal when you file your brief or a prebriefing motion, application, or opposition to such a motion or application in the Court of Appeal, and when you file a petition for an extraordinary writ. You may also use this form as a supplemental certificate when you learn of changed or additional information that must be disclosed.	

1. This form is being submitted on behalf of the following party (name): All of Us or None, Legal Services for Prisoners with Children, League of Women Voters of California, and Alisha Coleman

2. a. ☒ There are no interested entities or persons that must be listed in this certificate under rule 8.208.

b. ☐ Interested entities or persons required to be listed under rule 8.208 are as follows:

Full name of interested entity or person	Nature of interest (Explain):
--	-------------------------------

(1)

(2)

(3)

(4)

(5)

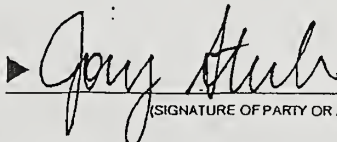
☐ Continued on attachment 2.

The undersigned certifies that the above-listed persons or entities (corporations, partnerships, firms, or any other association, but not including government entities or their agencies) have either (1) an ownership interest of 10 percent or more in the party if it is an entity; or (2) a financial or other interest in the outcome of the proceeding that the justices should consider in determining whether to disqualify themselves, as defined in rule 8.208(e)(2).

Date: March 5, 2012

Jory Steele

(TYPE OR PRINT NAME)

► 

(SIGNATURE OF PARTY OR ATTORNEY)



IN THE COURT OF APPEAL OF THE STATE OF CALIFORNIA  
FIRST APPELLATE DISTRICT, [DIVISION]

ALL OF US OR NONE, LEGAL SERVICES FOR )  
PRISONERS WITH CHILDREN, LEAGUE OF )  
WOMEN VOTERS OF CALIFORNIA, and ALISHA )  
COLEMAN, )  
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Petitioners, )  
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vs. )  
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DEBRA BOWEN, Secretary of State of the State of )  
California; and JOHN ARNTZ, Director of the )  
Department of Elections, County of San Francisco, )  
 )  
Respondents. )  
 )

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---

PETITION FOR WRIT OF MANDATE

---



To the Honorable Justices of the Court of Appeal, First Appellate  
District:

By this verified petition, petitioners allege:

### INTRODUCTION

1. This original writ petition is brought to protect the fundamental voting rights of tens of thousands of California citizens. Petitioners ask this Court to clarify the impact of the Legislature's historic reform of the state's criminal justice system last year on the franchise. Under the 2011 Realignment Legislation (hereinafter "Realignment"), people who have committed non-serious, non-violent, non-sexual offenses may no longer be sentenced to state prison. Instead, they will remain in their local communities, under supervision or in county jail.

2. The Secretary of State has advised local registrars that these Californians may not vote. Petitioners contend that under article II, section 4 of the California Constitution, as this Court interpreted it in *League of Women Voters v. McPherson*, 145 Cal. App. 4th 1469 (2006), these citizens retain the right to vote. They are not in the custody of the California Department of Corrections and Rehabilitation. They are neither in prison nor on parole, the only circumstances resulting in temporary disenfranchisement of citizens with felony convictions under the California Constitution. Petitioners, many of whom brought the *McPherson* writ proceeding on behalf of felony probationers, have returned to this Court to





seek a writ to protect the voting rights of citizens convicted of low-level offenses who are residing in their communities and who wish to participate in the 2012 elections.

### **JURISDICTIONAL STATEMENT**

3. Petitioners respectfully invoke the original jurisdiction of this Court pursuant to article VI, section 10 of the California Constitution and Rule 8.468 of the California Rules of Court. Petitioners submit that exercise of this discretionary jurisdiction is appropriate in this case because:

- a. The issue presented is of substantial statewide importance, involving the voting rights of thousands of California citizens.
- b. Prompt resolution of this action is necessary so that voters and election officials throughout California will know who is eligible to vote at the November 2012 election. The deadline for registration for that election is October 22, 2012. Definitive resolution of the issue by an appellate opinion will also provide necessary guidance for future elections.
- c. The issue presented is purely one of law, suitable for resolution by this Court in the first instance. Proceedings in the trial court will not narrow the issues or produce a factual record.

### **PARTIES**

#### **Petitioners**

4. Petitioner All of Us or None ("AOUON") is a project of petitioner Legal Services for Prisoners with Children ("LSPC"). AOUON



is dedicated to fighting discrimination against people who have been incarcerated. AOUON works to inform individuals with convictions of their voting rights and spearheads voter registration efforts. AOUON has standing to vindicate the public interest in ensuring that individuals with felony convictions have a voice in society, thereby countering discrimination, promoting reintegration, and lowering recidivism rates.

5. Petitioner Legal Services for Prisoners with Children ("LSPC") is a nonprofit organization that advocates for incarcerated parents, their family members, and people at risk for incarceration. LSPC works towards the reintegration of individuals with felony convictions into their communities and believes that voting is an important step towards this goal. LSPC has standing to vindicate the public interest in ensuring that individuals with felony convictions have a voice in society, thereby countering discrimination, promoting reintegration, and lowering recidivism rates.

6. Petitioner League of Women Voters of California ("LWVC") is a nonpartisan political organization with over 11,000 members. LWVC encourages the informed and active participation of citizens in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy. LWVC seeks to increase participation in elections, and signed the ballot argument in support of the initiative that is at the core of this proceeding.





7. Petitioner Alisha Coleman is a 30 year-old African American woman incarcerated in San Francisco County Jail No. 2. Ms. Coleman has lived in California for the last 12 years and has a daughter. She is serving a sentence of three years in county jail and one year of mandatory supervision for possession of drugs for sale and sale/transport of drugs. Ms. Coleman voted for the first time in the November 2011 local election. She wants to vote in the future so that her voice is heard on issues that are important to her.

#### Respondents

8. Respondent Debra Bowen is sued in her official capacity as Secretary of State of California. As the State's Chief Elections official, she is responsible for ensuring voter registration and voter participation in every election.

9. Respondent John Armtz is sued in his official capacity as Director of Elections for the City and County of San Francisco. Respondent is responsible for conducting all federal, state and local elections in San Francisco.

#### FACTS

10. In 1974, the Legislature proposed and the voters passed Proposition 10, which amended the California Constitution to expand the voting rights of citizens with convictions. The initiative changed California's disenfranchisement provision, from a blanket disenfranchisement



of citizens with felony convictions to a limited exclusion, which granted voting rights to all except those “imprisoned or on parole for the conviction of a felony.” The Legislature subsequently enacted Elections Code section 2101, which authorized registration by any mentally competent citizen residing in the state, at least 18 years old at election time, “not in prison or on parole for the conviction of a felony.” True and correct copies of the following are attached to this Petition, and incorporated herein by reference: a timeline of the California Constitution’s criminal disenfranchisement provision attached as Exhibit 7; Attorney General’s Opinion, 88 Cal. Op. Att’y Gen. 207 (2005) attached as Exhibit 5; Memorandum from Judith A. Carlson, Staff Counsel, Sec’y of State, to All County Clerks/Registrars of Voters (Dec. 28, 2005) attached as Exhibit 6; and Memorandum from March Fong Eu, Sec’y of State, to County Clerks and Registrars of Voters (Apr. 30, 1976) attached as Exhibit 15.

11. The Legislature, which drafted Proposition 10, and the voters who passed the initiative, intended to expand the franchise. While drafting Proposition 10, the Legislature considered and rejected language that would have disenfranchised probationers, and instead resolved to limit disenfranchisement to only those individuals in state prison or on parole. The voters adopted the Legislature’s proposal at the ballot. True and correct copies of the following are attached to this Petition, and incorporated herein by reference: the California Constitution Revision



Commission report attached as Exhibit 8; Proposition 8 ballot information attached as Exhibit 9; letters between the Senate Judiciary Committee and the Legislative Counsel attached as Exhibits 10-11; 1973 versions of Penal Code sections 2600 and 3054 attached as Exhibits 12-13; and the Proposition 10 ballot pamphlet attached as Exhibit 14.

12. In 2011, the Legislature enacted Realignment. This fundamental transformation of the state's criminal justice system created new categories of individuals:

(a) The first category consists of individuals who have committed non-serious, non-violent, non-sexual felonies and who, after October 1, 2011, may no longer be sentenced to state prison or placed on parole. These individuals will remain in their communities, subject to a variety of sentencing options. Realignment authorizes courts to sentence these individuals to serve their entire sentences in county jail or to serve a "split sentence," under which the individual will be on mandatory supervision for the concluding portion of the sentence.

(b) The second category consists of individuals convicted of low-level offenses who are released from state prison on or after October 1, 2011. They will not be placed on parole; instead, they will be returned to their communities under the supervision of local authorities, under a newly-created system called "postrelease community supervision" ("PRCS").





None of the individuals described in subsections (a) and (b) will be in the custody of the California Department of Corrections and Rehabilitation ("CDCR"). True and correct copies of the following are attached to this Petition, and incorporated herein by reference: Governor Brown's AB 109 signing message attached as Exhibit 3; and Garrick Byers Realignment Analysis, Appendix 1 attached as Exhibit 4.

13. On December 5, 2011, respondent Bowen issued Memorandum # 11134, directed to all County Clerks/Registrars of Voting, stating that none of the individuals convicted of low-level offenses and sentenced under Realignment described in paragraph 12 -- people confined in county jails for non-serious, non-violent, non-sexual felonies, people released onto mandatory supervision for the concluding portion of those low-level felony sentences, or people on PRCS -- are eligible to vote. A true and correct copy of Memorandum # 11134 is attached to this Petition as Exhibit 1, and incorporated herein by reference.

#### CLAIMS

14. The refusal to allow individuals convicted of low-level offenses not in the custody of CDCR to register violates their fundamental right to vote, as secured by the Constitution and the Elections Code. The express language of article II, section 4, as amended by Proposition 10 and interpreted by this Court, preserves the right to vote for every adult citizen who is not in state prison or on parole for the conviction of a felony. A true



and correct copy of *League of Women Voters v. McPherson*, 145 Cal. App. 4th 1469 (2006), is attached to this Petition as Exhibit 2, and incorporated herein by reference.

#### ENTITLEMENT TO WRIT RELIEF

15. Petitioners are beneficially interested in the issuance of the writ. Petitioners AOUON, LSPC and LWVC bring this action to vindicate the public interest in ensuring that Californians qualified to vote do not face unlawful barriers to registration and those individuals with criminal convictions are not excluded from democratic participation crucial to rehabilitation. Petitioner Coleman will register to vote and vote if this Court grants relief directing respondents to accept valid affidavits of registration and permit qualified residents to vote.

16. Respondents have a mandatory duty to accept the registration affidavits of all qualified residents and to permit them to vote. Because of respondent Bowen's Memorandum, respondents have barred eligible voters from registering to vote and from voting at the November 2012 and future elections.

17. Petitioners have no plain, speedy or adequate remedy at law to compel respondents to perform their duty. Damages cannot provide adequate relief for denial of voting rights. Time is of the essence, because





the final day to register for the November 2012 election is October 22, 2012.

18. By exercising its original jurisdiction, this Court may clarify these important questions in time for voters to participate in upcoming state and local elections. In contrast, a case in Superior Court will lack statewide jurisdiction and take years to resolve, potentially depriving thousands of people of their right to vote in elections in 2012 and beyond.

### **PRAYER FOR RELIEF**

Petitioners respectfully request that this Court:

19. Issue an alternative writ commanding respondents to accept affidavits of registration from qualified individuals in county jails, on mandatory supervision or PRCS who have been convicted of low-level felonies pursuant to Realignment, and perform all ministerial tasks necessary to ensure that these individuals are duly registered and able to vote at the November 2012 and future elections; or show cause why they should not do so.

20. On the return of the alternative writ and after hearing argument, issue a peremptory writ of mandate commanding respondent Bowen to notify all local elections officials of this Court's opinion on the voting rights of qualified individuals in county jails, or on mandatory supervision



or PRCS who have been convicted of low-level felonies and sentenced pursuant to Realignment.

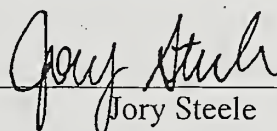
21. On the return of the alternative writ and after hearing argument, issue a peremptory writ of mandate commanding respondents forever to accept affidavits of registration from qualified individuals, who have been convicted of low-level felonies and sentenced pursuant to Realignment, and to perform all ministerial tasks necessary to ensure that these individuals are duly registered and able to vote at the November 2012 election and future elections.

22. Award petitioners their costs, including reasonable attorneys' fees.

23. Order such other and further relief as is equitable, just, and proper.

Dated: March 5, 2012 in San Francisco, California.

Respectfully submitted,

By:  \_\_\_\_\_  
Jory Steele

Attorney for Petitioners

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NOVELLA COLEMAN (281632)  
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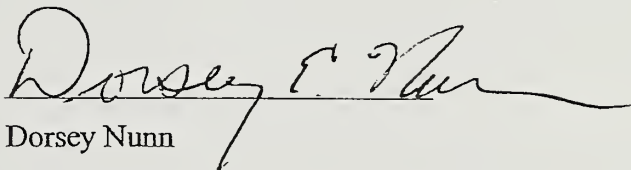
## VERIFICATION

I, Dorsey Nunn, declare:

I am the Executive Director of Legal Services for Prisoners with Children, and am authorized to execute this verification on its behalf. I have read the Petition for Writ of Mandate filed with this Verification and know its contents. The matters stated in the Petition are true of my own knowledge, except as to those matters which are alleged on information and belief, and as to those matters, I believe them to be true.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this 5 day of March, 2012, in SAN FRANCISCO  
California

  
Dorsey Nunn



IN THE COURT OF APPEAL OF THE STATE OF CALIFORNIA  
FIRST APPELLATE DISTRICT, [DIVISION]

ALL OF US OR NONE, LEGAL SERVICES FOR )  
PRISONERS WITH CHILDREN, LEAGUE OF )  
WOMEN VOTERS OF CALIFORNIA, and ALISHA )  
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vs. )

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Respondents. )

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MEMORANDUM OF POINTS AND AUTHORITIES

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## INTRODUCTION

This original writ proceeding is brought to protect the fundamental voting rights of more than 85,000 Californians. The issue presented is the effect of California's historic 2011 reform of its criminal justice system, known as Realignment, on the franchise: may citizens receiving sentences pursuant to newly created Realignment categories of low-level offenses, living in their communities, participate in the 2012 and future elections?

In 1974, voters expanded the voting rights of people with criminal convictions by passing Proposition 10, which amended article II, section 3 (renumbered in 1976 to article II, section 4) of the California Constitution. While the initiative temporarily disenfranchised persons while they were "imprisoned or on parole for the conviction of a felony," it allowed all others who had been convicted of crimes and who were otherwise eligible to vote. Because voting is a fundamental right, the foundation of democratic participation, the temporary felony exception is construed narrowly. This Court has further narrowed the boundaries of disenfranchisement, limiting it to people who are in state prison or on parole, and has restrained election officials from barring individuals who remain in their communities after committing less serious offenses from voting. In *League of Women Voters v. McPherson*, 145 Cal. App. 4th 1469, 1475 (2006), this Court disapproved an Attorney General opinion concluding that article II, section 4 disenfranchised individuals in county



jail pursuant to Penal Code section 18 or as a condition of felony probation. This Court held that “article II, section 4 [of the California Constitution] disenfranchises only persons imprisoned in state prison or on parole for the conviction of a felony.” *Id.* at 1486.

Now a new barrier to voting has arisen following the implementation of the 2011 Realignment Legislation (hereinafter “Realignment” or “Realignment Legislation”).<sup>1</sup> After October 2011, people convicted of non-serious, non-violent, non-sexual felonies, such as drug possession or counterfeiting a driver’s license,<sup>2</sup> may no longer be sent to state prison or placed on parole. Pen. Code § 1170(h).<sup>3</sup> They will either be incarcerated in county jail facilities, or serve a “split sentence” where they serve a portion of their sentence in county jail and then are released under the mandatory supervision of probation authorities. Pen. Code §

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<sup>1</sup> Assemb. Bill 109 2011-12 Reg. Sess. (Cal. 2011-12) (enacted Apr. 4, 2011); Assemb. Bill 117 2011-12 Reg. Sess. (Cal. 2011-12) (enacted June 30, 2011); Assemb. Bill X1 17 2011-12 Extraordinary Sess. (Cal. 2011-12) (enacted Sept. 20, 2011). Hereinafter the enactments are collectively referred to as “Realignment” or “Realignment Legislation.”

<sup>2</sup> Cal. Health & Safety Code § 11357 (West 2012) (possession of concentrated cannabis); Cal. Penal Code § 470a (West 2012) (counterfeiting a driver’s license).

<sup>3</sup> Hereinafter, unless otherwise noted, all references to the Constitution and statutes refer to California’s Constitution and statutes. The Legislature has enacted two versions of section 1170(h), which is the subdivision relevant to realignment; one section is operative until January 1, 2014, and other section is operative on January 1, 2014. The sections discussed herein are identical in both versions.





1170(h)(5)(B). In addition, individuals released from state prison following convictions for certain low-level felonies will no longer be placed on parole, under the supervision of the California Department of Corrections and Rehabilitation (hereinafter "CDCR"). Instead, they will be placed on postrelease community supervision (hereinafter "PRCS"), under the supervision of county probation authorities.

On December 5, 2011, Secretary of State Debra Bowen issued a Memorandum directing registrars to prohibit individuals sentenced pursuant to Penal Code section 1170(h) and PRCS supervisees from voting until they have completely finished any detention or supervision. Memorandum # 11134 from Lowell Finley, Chief Counsel, Sec'y of State, to ALL County Clerks/Registrar of Voters (Dec. 5, 2011) (hereinafter "Memorandum"), Ex. 1. Petitioners, organizations committed to voting rights and the reintegration of individuals with convictions into society, who brought the *McPherson* case, as well as an individual petitioner, whose right to vote will be determined by the outcome of this writ proceeding, have returned to this Court. All of Us or None, Legal Services for Prisoners with Children, California League of Women Voters, and Alisha Coleman submit that the Memorandum's conclusion cannot be reconciled with this Court's definitive interpretation of the California Constitution in *McPherson*. They have come to this Court for statewide clarification of voting rights in time for the 2012 and future elections. Californians, who



are in the custody of CDCR, either because they are in state prison or because they are on parole, are disenfranchised pursuant to article II, section 4 of the California Constitution. All otherwise eligible individuals retain the right to vote, including everyone serving sentences pursuant to Penal Code section 1170(h) as well as individuals placed on PRCS.

This case presents a pure issue of law: what are the voting rights of people who have committed low-level felonies, who may no longer be sent to state prison or supervised by CDCR after release from prison? The Memorandum is premised on the theory that for individuals sentenced under Realignment, “only the place of imprisonment is changed, from state prison to county jail.” Ex. 1 at 16. But that is simply not true.

Realignment adopts a fundamentally new approach to crime and punishment in California. It reflects the state’s acknowledgment that its heavy reliance on incarceration to rehabilitate individuals with felony convictions has been a failure, and grants new authority to judges to tailor sentencing options, such as home detention, that have a better chance of reintegrating individuals convicted of low-level felonies into their communities and society. Pen. Code § 17.5.

Following Realignment, California will be more like the state that the voters knew in 1974, when they passed Proposition 10 to limit disenfranchisement to individuals convicted of serious crimes, who were deemed to be dangerous and thus confined in state prison or under the



custody of what was then called the California Department of Corrections. At that time, California had 12 state prisons, housing fewer than 25,000 inmates. California now has 33 state prisons, 42 incarceration camps and 13 Community Correctional facilities, confining more than 142,000 inmates.<sup>4</sup> The percentage of residents in state custody has increased well past population growth; while California's population has increased by 78%, its population in custody has increased by 474%.<sup>5</sup> This huge expansion of the state prison population resulted from many factors, including mandatory sentencing, the war on drugs, and initiative measures,

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<sup>4</sup> Dean Misczynski, Pub. Policy Inst. of Cal., *Rethinking the State-Local Relationship: Corrections*, 8 (Aug. 2011).

<sup>5</sup> In 1974, the estimated California population was 21,173,865. (Population Distribution and Population Estimates Branches U.S. Bureau of the Census Intercensal Estimates of the Total Resident Population of States: 1970 to 1980 (1995)

<http://www.census.gov/popest/data/state/asrh/1980s/tables/st7080ts.txt>).

Today, the California state population as reported by the most recent Census data is 37,691,912 people. (U.S. Census Bureau, State and County QuickFacts (2012), <http://quickfacts.census.gov/qfd/states/06000.html>.) In 1974, the California Department of Corrections reported that the total institution population was 24,741 individuals (Health and Welfare Agency. California Department of Corrections, *California Prisoners 1974-1975*, 4 (1975) available at

[http://www.cdcr.ca.gov/Reports\\_Research/Offender\\_Information\\_Services/Branch/Annual/CalPris/CALPRISd1974\\_75.pdf](http://www.cdcr.ca.gov/Reports_Research/Offender_Information_Services/Branch/Annual/CalPris/CALPRISd1974_75.pdf)) Today, the total

population of individuals in state custody as of February 15, 2012 is 142,008. (Data Analysis Unit, CDCR, *Weekly Report of Population: February 15, 2012* (2012) available at

[http://www.cdcr.ca.gov/Reports\\_Research/Offender\\_Information\\_Services/Branch/WeeklyWed/TPOP1A/TPOP1Ad120215.pdf](http://www.cdcr.ca.gov/Reports_Research/Offender_Information_Services/Branch/WeeklyWed/TPOP1A/TPOP1Ad120215.pdf))





all of which combined to substantially increase sentences for nonviolent offenses, such as narcotics.<sup>6</sup>

The voters who approved Proposition 10 understood that only people who had committed “*serious*” crimes – the term repeatedly used in the ballot arguments – who were sent away to state prison would temporarily lose the right to vote. Men and women who had committed non-violent, non-serious crimes, who were not dangerous and remained in their communities, would be eligible to vote. The ballot pamphlet specifically contemplated, for example, a woman with a conviction participating in school board elections that would affect her children. Sec’y of State, *California Voters Pamphlet: General Election November 5, 1974* (Nov. 1974) (full text, analysis by Legislative Counsel, ballot arguments), Ex. 14 at 314 (argument in favor of Proposition 10). Realignment now returns those California citizens to their communities. They have a constitutional right to vote. Petitioners ask this Court to protect that fundamental right in time for the 2012 elections.<sup>7</sup>

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<sup>6</sup> Michelle Alexander, *The New Jim Crow: Mass Incarceration in the Age of Colorblindness* 96-97 (The New Press 2010).

<sup>7</sup> Individuals who are sentenced to CDCR but housed in county jail pursuant to a contract remain disenfranchised, as *McPherson* recognized. In the converse situation, individuals who are sentenced to county jail but who are sent to CDCR pursuant to a contract retain the right to vote. The critical factor is whether the sentence is for state prison or for county jail, not the actual location of confinement.



## REALIGNMENT

Realignment fundamentally transformed California's criminal justice system, moving away from incarceration and punishment toward rehabilitation and reintegration into society. This change, described as "vast and historic,"<sup>8</sup> reforms California's approach to its adult inmate population "more comprehensively than any time since statehood."<sup>9</sup>

The Realignment Legislation addressed a criminal justice system in crisis. As California enacted "tough on crime" laws from the 1980s on, more individuals were sentenced to state prison for longer periods of time.<sup>10</sup> This escalation culminated finally in a Supreme Court decision affirming a federal order to reduce the prison population to remedy unconstitutional conditions, including the state's failure to provide minimally adequate health care. *Brown v. Plata*, 131 S. Ct. 1910, 1923 (2011). In addition to being unconstitutional, the management of prisons confining so many people, including people who had committed non-violent narcotics offenses, was also hugely expensive. As the Legislative

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<sup>8</sup> Mischynski, *supra* note 4, at 30 (quoting the California Department of Finance).

<sup>9</sup> *Id.* at 5.

<sup>10</sup> Cal. Dep't of Corr. & Rehab. Expert Panel on Adult Offender and Recidivism Reduction Programming, *Report to the California Legislature: A Roadmap for Effective Offender Programming in California* viii (June 29, 2007), [http://ucicorrections.seweb.uci.edu/pdf/Expert\\_Panel\\_Report.pdf](http://ucicorrections.seweb.uci.edu/pdf/Expert_Panel_Report.pdf).



Analyst Office found, between 1976 and 2007, California spent only 5% of its rapidly growing corrections budget on rehabilitation programming but 45% on incarceration.<sup>11</sup> Despite the \$10 billion annual corrections budget, “California’s adult offender recidivism rate [was] one of the highest in the nation.”<sup>12</sup>

Realignment, while reducing prison overcrowding and saving money, did far more. Another critical goal is to improve the results of the penal system by retaining people who have committed low-level felonies in their communities and providing them with services that would help them change their lives. The Legislature recognized that California’s previous approach to criminal justice was an expensive failure. Despite “the dramatic increase in corrections spending over the past two decades, national reincarceration rates for people released from prison remain unchanged or have worsened. National data show that about 40 percent of released individuals are reincarcerated within three years. In California, the recidivism rate for persons who have served time in prison is even greater than the national average.” Pen. Code §17.5(a)(2). The Governor also acknowledged, in signing the Realignment Legislation, that reform was

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<sup>11</sup> *Id.* at 6.

<sup>12</sup> *Id.* at 88.





overdue: “For too long, the State’s prison system has been a revolving door for lower-level offenders and parole violators.”<sup>13</sup>

The central goal of Realignment is to achieve better public safety options by tailoring a range of sanctions while also addressing the problems that lead people to commit crimes. As the Public Policy Institute of California observed, key to this goal is keeping people close to their friends, families and people who know them:

In this case, counties have a far greater stake than the state does in trying to rehabilitate as many of these offenders as possible, because they have to live with them. Those going to county jail are from local communities and are known and have family and friends there. They will almost surely return to those communities after serving their sentences.

Counties also run a variety of programs that support the rehabilitative goal, such as drug and alcohol abuse treatment, mental health treatment, job training, housing and others. If they use these programs creatively to support rehabilitation, they might be more successful than the state.<sup>14</sup>

The people who will now be in their communities following implementation of Realignment are men and women whose offenses are neither violent nor serious. They include, for example, people who have forged a train ticket, possessed morphine, taken items from an empty building during an emergency, or received stolen metal from a junk dealer.

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<sup>13</sup> Governor Edmund G. Brown, Jr.’s AB 109 signing message (April 5, 2011).

<sup>14</sup> Mischynsi, *supra*, at 24 n. 4.



Garrick Byers, Fresno County Public Defenders Senior Defense Attorney, Realignment, Appendix 1 (Dec. 19, 2011), Ex. 4.<sup>15</sup> In Realignment, the Legislature recognized that these men and women may be punished safely in their home communities and that they will benefit from a variety of services and supervision. Pen. Code § 17.5. They may be rehabilitated and reintegrated into their communities. “Realigning low-level felony offenders who do not have prior convictions for serious, violent, or sex offenses to locally run community-based corrections programs, which are strengthened through community-based punishment, evidence-based practices, improved supervision strategies, and enhanced secured capacity, will improve public safety outcomes among adult felons and facilitate their reintegration back into society.” Pen. Code § 17.5(a)(5).

Realignment creates new categories of people who will now be under the authority of the counties rather than the state. As these individuals come under the jurisdiction and supervision of county government, they will be treated very differently than they would have been treated by CDCR. The Legislature has directed counties to devise Realignment Implementation Plans “to maximize the effective investment of criminal justice resources in evidence-based correctional sanctions and

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<sup>15</sup> Pen. Code §§ 481 (forging a train ticket); 463 (taking items from an empty building during an emergency); 496a (receiving stolen metal from a junk dealer; Health & Safety Code § 11350 (possessing morphine).



programs, including, but not limited to, day reporting centers, drug courts, residential multiservice centers, mental health treatment programs, electronic and GPS monitoring programs, victim restitution programs, counseling programs, community service programs, educational programs, and work training programs.” Pen. Code § 1230.1(a), (d). The California State Association of Counties has stated that “the only way realignment will be successful is if the planning effort results in a significant shift away from a predominantly incarceration model and movement to alternatives to incarceration.”<sup>16</sup>

Realignment created two new categories of sentences for lesser criminal offenses. Individuals sentenced to the first category are those sentenced on or after October 1, 2011 who are convicted of a felony punishable pursuant to Penal Code section 1170(h) and whose current and prior felony convictions are non-serious, non-violent, and non-registrable as a sex offense. Pen. Code §§ 18(a), 1170(h)(3). In addition, individuals in this category have not received the aggravated white collar crime enhancement pursuant to Penal Code section 186.11. Pen. Code § 1170(h)(3)(D). The Legislature consistently refers to these individuals as

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<sup>16</sup> Letter from Paul McIntosh, Executive Dir., Cal. State Ass’n of Counties, to County Bd. of Supervisors and Admin. Officers 2 (Feb. 23, 2012), *available at* <http://www.cpoc.org/php/realign/ab109home.php> (follow “CSAC Memo Re: AB 117 and the Community Corrections Partnership”).





“low-level” offenders, clearly separating them from the class of individuals traditionally disenfranchised due to a conviction for a more serious felony. Pen. Code §§ 17.5(a)(5)-(6). CDCR has estimated that by June 2013, the total number of individuals in this category who will have been sentenced to county supervision and custody is projected to be 30,541.<sup>17</sup>

The second category created by Realignment is PRCS supervisees. A PRCS supervisee is someone who will be released from state prison on or after October 1, 2011 for a non-serious offense.<sup>18</sup> When released from state prison, they will be supervised by the designated local supervising agency, typically the county probation department, rather than placed on parole under the supervision of CDCR. Pen. Code §§ 3000.08(a) – (c), 3451(a). PRCS differs from parole not merely by name. Different agencies supervise PRCS supervisees and parolees. Pen. Code §§ 3000.08(a), (c);

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<sup>17</sup> Cal. Dep’t of Corr. & Rehab, *Fall 2011 Adult Population Projections 2012-2017* 11, [http://www.cdcr.ca.gov/Reports\\_Research/Offender\\_Information\\_Services\\_Branch/Projections/F11pub.pdf](http://www.cdcr.ca.gov/Reports_Research/Offender_Information_Services_Branch/Projections/F11pub.pdf).

<sup>18</sup> PRCS supervisees are those released from state prison after serving a sentence for *none* of the following offenses: a serious felony, a violent felony, a crime for which the offender was sentenced with a prior “strike,” a crime where the person was classified as a high risk sex offender, and a crime for which the offender was sentenced as a “mentally disordered offender.” Pen. Code §§ 3000.08(a), (c); 3451(b). In addition, a PRCS supervisee cannot be a sex-registerable offender who was on parole for a period of more than three years when he committed the current state prison felony neither can the person have been on life parole when the current state felony was committed. Pen. Code § 3000.08(c).



3056(a); 3454(a); 3456(a); 3457. CDCR estimates that by June 2013, 54,590 individuals will have been released into PRCS.<sup>19</sup>

What all of the individuals sentenced pursuant to these new categories have in common is that none of them are in state prison or on parole, nor are they in the custody of CDCR. Therefore, they fall outside the scope of article II, section 4, and retain the right to vote.

### ARGUMENT

This writ proceeding is brought to protect the voting rights of two *newly created* classes of people convicted of non-serious offenses following Realignment: (1) individuals sentenced pursuant to Penal Code section 1170(h) to either (a) “split sentences,” serving some portion in county jail and some portion on “mandatory supervision,” or (b) county jail terms, and (2) individuals completing, pursuant to section 3451, a term of PRCS - instead of parole - upon their release from state prison. Petitioners submit that all of these Californians, living in their communities, are entitled to vote.

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<sup>19</sup> Cal. Dep’t of Corr. & Rehab, *Fall 2011 Adult Population Projections 2012-2017* 17, [http://www.cdcr.ca.gov/Reports\\_Research/Offender\\_Information\\_Services/Branch/Projections/F11pub.pdf](http://www.cdcr.ca.gov/Reports_Research/Offender_Information_Services/Branch/Projections/F11pub.pdf) (noting that lower projections for the active parole population are primarily due to the implementation of PRCS).



I.  
THE CALIFORNIA CONSTITUTION GUARANTEES  
THE RIGHT TO VOTE

California courts and voters have expanded the opportunities for individuals with felony convictions to participate in the democratic process for almost four decades. The California Supreme Court struck down the state's lifetime disenfranchisement of individuals with felony convictions as a violation of equal protection in 1973. *Ramirez v. Brown*, 9 Cal. 3d 199 (1973), *rev'd sub nom. Richardson v. Ramirez*, 418 U.S. 24 (1974). In response, the Legislature proposed and voters adopted a narrow felony disenfranchisement provision in Proposition 10, amending the California Constitution to permit every adult citizen not "imprisoned or on parole for the conviction of a felony" to vote. Const. art. II, § 4.

A. McPherson Authoritatively Interpreted the California Constitution's Narrow Felony Disenfranchisement Provision.

In *McPherson*, this Court authoritatively interpreted article II, section 4, holding "that the only persons disqualified from voting by reason of article II, section 4 are those who have been imprisoned in state prison or who are on parole as a result of the conviction of a felony" and issued a peremptory writ of mandate "directing...the Secretary of State to issue a memorandum" so "informing the county clerks and elections officials." *McPherson*, 145 Cal. App. 4th at 1486.

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*McPherson* traced the purpose and history of California's disenfranchisement laws, beginning with the first California Constitution, which "permanently disenfranchised all persons 'convicted of any infamous crime.'" *Id.* at 1475 (citing Cal. Const. of 1849, art. II, § 5, adopted in Cal. Const. of 1879 as art. II, § 1). That history shows that California has made steady progress in clarifying and expanding voting rights of individuals with felony convictions.

Proposition 10 ended an era of confusion, during which courts and the Legislature struggled to determine who was disenfranchised by the phrase "infamous crime." That initiative amended the California Constitution to eliminate the "infamous crime" exception, replacing it with a narrow and temporary exclusion from the franchise for only those "imprisoned or on parole for the conviction of a felony." *Id.* at 1479. Subsequent Elections Code provisions clarified the Legislature's intent to limit disenfranchisement to those "in prison or on parole for the conviction of a felony." *Id.* (citing Elec. Code §§ 2101, 2106 and 2300). This Court provided further clarification when it held that "imprisoned" in article II, section 4 encompasses only those individuals sentenced to state prison. *Id.* at 1483-84, 1486.

Another theme that *McPherson* described when analyzing the history of California's disenfranchisement laws is the slow but inexorable expansion of voting rights. In 1966, the Supreme Court limited the



“infamous crimes” exclusion that had been in place since 1849 by ruling that it covered only crimes that threatened the integrity of the electoral process, that is, involving moral corruption and dishonesty. *Otsuka v. Hite*, 64 Cal. 2d 596, 599 (1966). In 1973, the Supreme Court held that, even with this limitation, permanently disenfranchising persons convicted of “infamous crimes” violated the Equal Protection Clause of the Fourteenth Amendment, because denying the right of suffrage to all individuals with felony convictions did not provide the least restrictive method of protecting the purity of the ballot box against abuse by morally corrupt and dishonest voters. *Ramirez*, 9 Cal. 3d at 216-17. In response to *Ramirez*, the Legislature placed Proposition 10 (which later became article II, section 4) on the ballot. *McPherson*, 145 Cal. App. 4th at 1482-83. By “voting in favor of Proposition 10, the electorate sought to increase the class of persons entitled to vote, not to decrease it.” *Id.* at 1483.

Relying on this history, as well as subsequent Elections Code provisions limiting the definition of “imprisoned” to those in prison, the *McPherson* court recognized the continuing expansion of the franchise, and ruled that as a matter of constitutional law in California, only people in state prison or on parole lose the right to vote. *Id.* at 1486.

*McPherson* remains good law. This Court’s primary task is to apply the holding of *McPherson*, in the context of this history of the expansion of the franchise, to individuals sentenced pursuant to the new categories of



low-level offenses created by Realignment. Because no one sentenced pursuant to Penal Code section 1170(h) or released on PRCS is “imprisoned in state prison or...on parole as a result of the conviction of a felony,” *id.*, these Californians have the right to vote.

B. The Secretary of State’s Analysis Cannot Be Reconciled with *McPherson*.

The Secretary of State’s Memorandum adopts an ahistoric and de-contextualized analysis to conclude that tens of thousands of people living in their communities following Realignment are disenfranchised. Ignoring case law, principles of constitutional and statutory interpretation, the goals of Realignment and article II, section 4 itself, as well as the central importance of the right to vote in our democracy, the Memorandum turns the history of article II, section 4 articulated by both the *Ramirez* and *McPherson* courts on its head.

The analysis in the Memorandum, surprisingly, virtually ignores *McPherson*, except to assert that this Court did not mean what it said when it ordered the Secretary of State to limit disenfranchisement to individuals “imprisoned in state prison or who are on parole as a result of the conviction of a felony.” Ex. 1 at 8 (quoting *McPherson*, 145 Cal. App. 4th at 1486). While acknowledging that *McPherson* “remain[s] good law,” the Memorandum states that Realignment changed the continued viability of the *McPherson* holding. Ex. 1 at 7-9. But *McPherson* is explicit in





limiting loss of the franchise to individuals in state prison and on parole based on, *inter alia*, the language of article 2, section 4, the ballot arguments and analysis, and the Legislature's interpretation. Because individuals sentenced under Realignment are neither sentenced to state prison nor placed on parole, they retain the right to vote.

The basic flaw in the Memorandum is its failure to recognize what this Court made clear in *McPherson*, echoing numerous Supreme Court opinions: Because voting is a fundamental constitutional right, the limited, temporary exception to that right, carved out in article II, section 4, must be very narrowly construed. It is not an elastic provision, allowing either the legislative or executive branch the right to bar people from voting who are not in state prison or on parole for the conviction of a felony. Failing to start from this indispensable premise, it is hardly surprising that the rest of the Memorandum's analysis is flawed:

1. The Memorandum speculates that any person who falls into any of the categories created by Realignment would have been disenfranchised prior to Realignment and therefore that these individuals "*remain* disqualified from voting." Ex. 1 at 1 (emphasis added). But it is impossible to know how individuals sentenced under Realignment would have been sentenced prior to its passage. It is not at all clear that individuals sentenced under Realignment would have been disenfranchised. Some may have been sentenced to state prison, and some may have



received probation, serving their probation entirely outside county jail, or serving some portion of their probation in county jail.

Furthermore, how individuals would have been sentenced prior to Realignment is entirely beside the point. It is a new day in California. The California Legislature has reshaped the criminal justice system to de-emphasize incarceration and to focus instead on rehabilitation. Pen. Code § 17.5. The purpose of Realignment is to move away from the prior, dysfunctional system into a new era. *Id.* It is wholly incompatible with these new goals to determine something as fundamental as whether individuals may vote based on the Secretary's speculation about what sentences individuals would have received prior to Realignment.

2. The Memorandum states that because the Legislature did not make explicit that individuals sentenced pursuant to Realignment are able to vote, principles of statutory construction require prohibiting them from voting until their sentences are complete. Ex. 1 at 13-14. It "is difficult to imagine that the Legislature would act to enfranchise thousands of previously ineligible convicted felons without indicating any intention to do so." Ex. 1 at 14.

This analysis has it exactly backwards. Voting "is one of the most important functions of good citizenship, [and] no other construction of an election law should be indulged that would disenfranchise any voter if the law is reasonably susceptible of any other meaning." *Otsuka*, 64 Cal. 3d at



604. The Legislature's *silence* cannot, in the context of voting, be construed as an explicit intent to disenfranchise. *McPherson* 145 Cal. App. 4th at 1482 ("The enacting body is deemed to be aware of existing laws and judicial constructions in effect at the time legislation is enacted")(citations omitted).

3. The Memorandum asserts that "'imprisoned' is a broader term than 'in prison' because it is not specific as to the place of confinement – it can mean 'imprisoned' in a state prison for a felony conviction or 'imprisoned' in a county jail for a felony conviction." Ex. 1 at 9. Here, the Memorandum relies heavily on the kind of literal argument this Court disapproved in *McPherson*: e.g. the dictionary definition of the word "imprisoned" in article II, section 4. Ex. 1 at 9-11; *McPherson*, 145 Cal. App. 4th at 1480. This Court criticized the 2005 Attorney General opinion for its broad definition of "imprisoned" as including locked up anywhere, and thus disenfranchising felony probationers serving a portion of their probation in county jail. *McPherson* definitively held that, in the voting rights context, "imprisoned" means "in state prison," so there is no longer any ambiguity about its meaning. *Id.* at 1486. The Memorandum's facile resort to the dictionary in the face of *McPherson* is puzzling.

4. Equally unpersuasive is the Memorandum's conclusion that because PRCS superficially resembles parole in the sense that it, too, is release following confinement, people on PRCS are ineligible to vote. The





term exists nowhere in article II, section 4. The voters did not contemplate PRCS in passing Proposition 10, and people falling into this newly created category may vote. Again: the California Constitution's limited exception to the franchise for all citizens is not an elastic term that may be stretched by saying that PRCS and parole are "functionally equivalent." Ex. 1 at 11-12.

Even if *McPherson* had not definitively decided these issues, the Memorandum ignores the tectonic shift that has occurred in the criminal justice system through Realignment. The Memorandum seems to contend that the passage of Realignment itself has somehow transformed the term "in prison" as used in the Elections Code to mean "imprisoned," claiming that "[t]he only significant difference [between those sentenced to prison and those sentenced pursuant to Realignment] is the facility in which the person is imprisoned." Ex. 1 at 17. In addition to being incorrect, this argument misses the obvious point that *McPherson*, which remains good law, has already defined "imprisonment" to mean "in state prison." *McPherson*, Cal. App. 4th at 1486. Additionally, however, the analysis ignores the larger point that Realignment reflects recognition by the state that our criminal justice system is broken, and that only by shifting our focus from incarceration to reintegration can we hope to fix it. Pen. Code § 17.5.



Both “imprisoned” and “PRCS” should be afforded non-disenfranchising meanings if they reasonably exist. *See Otsuka*, 64 Cal. 2d at 603-04. To “seek the meaning of a statute is not simply to look up dictionary definitions and then stitch together the results. Rather, it is to discern the sense of the statute, and therefore its words, in the legal and broader culture.” *State v. Altus Finance*, 36 Cal. 4th 1284, 1295-1296 (2005) (internal citations omitted); *see also Coachella Valley Mosquito and Vector Control Dist. v. Cal. Pub. Employment Relations Bd.*, 35 Cal. 4th 1072, 1089 (2005) (statute should be taken in context and “with reference to the whole system of law of which it is a part”); *In re C.H.*, 53 Cal. 4th 94, 100 (2011) (same). The Memorandum fails to do this, and therefore reaches incorrect conclusions.

5. Perhaps the Memorandum’s most egregious error is its assertion that if the Legislature had expressly provided that people who have committed low-level offenses retain their right to vote, that provision of the Realignment statute would violate article II, section 4. In fact, the reverse is true: if the Legislature, in passing Realignment, had explicitly disenfranchised Californians living in their communities or in county jails, *that* provision would be unconstitutional.

The Legislature has no power to disenfranchise individuals other than that given to it by the California Constitution. In *Flood v. Riggs*, 80 Cal. App. 3d 138, 154 (1978) the court found that “it is not within the



legislative power, either by its silence or by direct enactment, to modify, curtail or abridge [the right to vote].” *Id.* at 154. Therefore, the Legislature’s silence on this point cannot serve to disenfranchise individuals sentenced pursuant to these newly created categories, which were not envisaged by article II, section 4.

The principle that the Legislature is unable to “modify, curtail, or abridge” the right to vote as provided by the California Constitution is well-settled. *See, e.g. Bergevin v. Curtz*, 127 Cal. 86, 88 (1899)(noting that the Legislature could not add requirements to the definition of an elector other than those in the constitution); *Garibaldi v. Zemansky*, 171 Cal. 134, 135 (1915)(“it is beyond the power of the Legislature to make any change in the law thus declared by the constitution”); *Midway Orchards v. County of Butte*, 220 Cal. App. 3d 765, 778 (1990)(“It is not within the legislative power, either by silence or direct enactment, to modify, curtail, or abridge a self-executing grant of constitutional power”).

Realignment created new categories of low-level offenses, and transferred responsibility for people convicted of these offenses from the state to local counties. Because these new categories are neither mentioned in article II, section 4, nor could they even have been contemplated at the time it was enacted, the Legislature has no power to disenfranchise people sentenced pursuant to them. The Legislature may not, for example, pass a bill that reclassifies shoplifting as a misdemeanor but specify that





shoplifters cannot vote while sentenced to county jail. Similarly, the Legislature may not create entirely new categories of crimes that may not result in a sentence to state prison but deprive people convicted of those offenses of their right to vote. The California Constitution confers the franchise on *every* mentally competent adult California citizen, unless they are in state prison or on parole. *McPherson*, 145 Cal. App. 4th at 1486.

C. The Voters Amended the California Constitution to Expand the Franchise.

California voters passed Proposition 10 by a wide margin in 1974. Ballot arguments and an independent Legislative Analyst's opinion are part of the legislative history of article II, section 4.<sup>20</sup> These materials informed voters that Proposition 10 would limit disenfranchisement only to those individuals serving a sentence in prison or on parole.

The Legislative Analyst's opinion advised voters that Proposition 10 would impose disenfranchisement only for the duration of a prison and parole sentence:

This proposition will require the Legislature to pass laws which deny the right to vote to persons when they are *in prison* or on parole for committing a felony. The right of convicted felons to vote would be restored, however, when

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<sup>20</sup> California decisions have long recognized the propriety of resorting to such election brochure arguments as an aid in construing legislative measures and constitutional amendments adopted pursuant to a vote of the people." *White v. Davis*, 13 Cal. 3d 757, 775 n. 11 (1975).



their *prison sentences*, including time *on parole*, have been completed.

Ex. 14 at 312 (analysis of Prop. 10 by the Legislative Analyst) (emphasis added); *see also* Ex. 14 at 314 (rebuttal to argument in favor of Prop 10) (“The real question here is whether the State of California should grant a blanket, automatic restoration of voting rights to each and every person convicted of a felony on the very day he is released from *prison*.”) (emphasis added). Thus, the Legislative Analyst repeatedly used the terms “prison” and “prison sentence” and “on parole” in explaining to voters the purpose and effect of Proposition 10.

The proponents’ ballot argument underscored that the goal of Proposition 10 was to expand the franchise and to eliminate unnecessary restrictions on the fundamental right to vote:

The right to vote is the essence of a democratic society and any restrictions on that right strike at the heart of representative government. Historically, voting has long been considered “a fundamental right” diligently sought by those excluded from its exercise. Indeed, our Declaration of Independence repeatedly condemns oppression of the right to vote. Restricted exercise of “a fundamental right,” when the need for restriction no longer exists, is unfair and abusive.

Ex. 14 at 314 (argument in favor of Proposition 10).

The argument then relied on *Ramirez* to show that it was no longer necessary to exclude individuals convicted of felony offenses from voting:

Historically, exclusion of ex-felons from voting was based on a need to prevent election fraud and protect the integrity of the elective process. The need to use this voter exclusion no



longer exists. As a unanimous California Supreme Court recently pointed out, in the *Ramirez* case, modern statutes regulate the voting process in detail. Voting machines and other safeguards, combined with a variety of criminal penalties, effectively prevent election fraud.

*Id.* Somewhat presciently, the proponents also argued that the “objective of reintegrating ex-felons into society is dramatically impeded by continued restriction of the right to vote.” *Id.* Thus, in approving Proposition 10, the voters intended to expand the franchise, remove unnecessary restrictions on voting, and promote reintegration into individuals’ communities.

Thus, neither the Legislature nor the voters intended to disenfranchise anyone other than those in prison or on parole when they adopted Proposition 10. As will be discussed more fully below, individuals sentenced pursuant to Penal Code section 1170(h) or released on PRCS are neither in prison, nor on parole, nor are they in the custody of CDCR. They therefore retain the right to vote.

## II. CALIFORNIA CITIZENS LIVING IN THEIR COMMUNITIES AFTER REALIGNMENT ARE ENTITLED TO VOTE

Realignment worked a fundamental change on California’s criminal justice system, moving away from custodial punishment and towards rehabilitation and reintegration into society, particularly for those individuals convicted of less serious offenses. Pen. Code § 17.5. It *prohibited* courts from sentencing people who commit certain low-level crimes to state prison. It established that individuals sentenced to county



jail, to split sentences, or released onto PRCS are *not* under the jurisdiction of CDCR. Pen. Code § 1170(h) (low-level offenders for designated felonies are not sentenced to state prison); Pen. Code § 3457. These Californians are entitled to vote.

A. People on Mandatory Supervision Have a Right to Vote.

Mandatory supervision is a new sentencing option. Before Realignment, a court sentencing an individual convicted of a felony offense could either sentence the defendant to state prison or grant probation.

*People v. Lewis*, 7 Cal. App. 4th 1949, 1954 (1992) (“A trial court has only certain statutory alternatives to exercise when a convicted felon appears for sentence. ‘It . . . must either sentence the defendant or grant probation...; it has no other discretion.’”) (citations omitted).

Realignment changed trial courts’ sentencing options for individuals sentenced pursuant to Penal Code section 1170(h). One critical difference is that individuals sentenced to low-level offenses pursuant to Penal Code section 1170(h) are statutorily prohibited from being sentenced to state prison but instead may be punished in county jail. Pen. Code § 1170 (h)(1)–(3). Moreover, individuals sentenced pursuant to Penal Code section 1170(h) may receive a full term in county jail, Pen. Code section 1170 (h)(5)(A), or a split sentence which includes a period of mandatory supervision. Pen. Code § 1170 (h)(5)(B). A split sentence results when the court “suspend[s] execution of a concluding portion of the term selected in





the court's discretion, during which time the defendant shall be supervised by the county probation officer in accordance with the terms, conditions, and procedures generally applicable to persons placed on probation, for the remaining unserved portion of the sentence imposed by the court." *Id.*

Mandatory supervisees, whose voting rights are disposed of in the Secretary of State's Memorandum in a footnote,<sup>21</sup> share many characteristics of traditional probationers, who are clearly entitled to vote under *McPherson*. *McPherson*, 145 Cal. App. 4th at 1486. Like probationers, mandatory supervisees are under the supervision of the county probation department rather than CDCR. Pen. Code §1170(h)(5)(B). Additionally, although Penal Code section 1170(h)(5)(B) is never explicit, it permits the inference that, like traditional probationers,<sup>22</sup> the court retains jurisdiction over mandatory supervisees, because it is the court who imposes the sentence and only the court can alter it. *Id.*; Pen. Code § 1203.1(j) (authorizing court to modify terms and conditions of probation). Further bolstering this point is the fact that mandatory supervisees are statutorily required to be treated like probationers. Pen. Code § 1170(h)(5)(B). Regardless, what *is* clear is that mandatory supervisees will not be sentenced to state prison or placed on parole, as

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<sup>21</sup> Ex. 1 at 13, n. 6.

<sup>22</sup> *Lewis*, 7 Cal. App. 4th at 1954.



would be required for them to be disenfranchised, nor are they under the jurisdiction of CDCR. Pen. Code § 1170(h)(1)-(3).

Analogizing mandatory supervisees to probationers is also consistent with both the goals of Realignment and the purpose underlying article II, section 4. Probation is “qualitatively different from such traditional forms of punishment as fine or imprisonment” because it “is generally reserved for convicted criminals whose conditional release into society poses minimal risk to public safety and promotes rehabilitation.” *People v. Minor*, 189 Cal. App. 4th 1, 9-10 (2010). Similarly, only those individuals convicted of low-level offenses may be sentenced to a period of mandatory supervision. Pen. Code § 17.5(a)(5) (“Realigning low-level felony offenders who do not have prior convictions for serious, violent, or sex offenses to locally run community-based corrections programs . . . will improve public safety outcomes among adult felons and facilitate their reintegration back into society.”); *see also* § 1170(h)(5)(B). Because probationers retain the right to vote, it is likely that the Legislature intended for mandatory supervisees to vote as well.

There is no evidence that the Legislature intended to disenfranchise individuals placed on mandatory supervision, as they are neither incarcerated nor on parole. The intent to disenfranchise any group “must appear with great certainty and clearness,” *People ex rel. Devine v. Elkus*, 59 Cal. App. 396, 404 (1922), and “every reasonable presumption and



interpretation” must be made in favor of the franchise, *Otsuka*, 64 Cal. 2d at 603; *McPherson*, 145 Cal. App. 4th at 1482 (same).

Moreover, even if the Legislature had intended to disenfranchise mandatory supervisees, it is outside their authority to do so. As noted in section I.B.5 above, “it is not within the legislative power, either by its silence or by direct enactment, to modify, curtail, or abridge [the right to vote].” *See, e.g., Flood*, 80 Cal. App. 3d at 154. Because mandatory supervisees are not “in state prison or . . . on parole as a result of the conviction of a felony”, they retain the right to vote. *McPherson*, 145 Cal. App. 4th at 1486.

B. People in County Jail Under Penal Code Section 1170(h) Are Entitled to Vote

Individuals sentenced to county jail under Realignment are not “in state prison” or “on parole” as required by *McPherson*. Pen. Code § 1170(h); *McPherson*, 145 Cal. App. 4th at 1486. Additionally, these individuals are never “delivered to the Department of Corrections and Rehabilitation.” *Id.* at 1481. Thus, as a textual matter, individuals sentenced to county jail under Realignment retain the franchise.

This analysis is further supported by the legislative history of article II, section 4 as well as the Legislature’s interpretation of article II, section 4 as illustrated in various provisions of the Elections Code. Finally, ensuring that individuals sentenced to county jail pursuant to Penal Code section





1170(h) retain the franchise supports the goals for which Realignment was enacted.

*1. The Legislature is Presumed to Be Aware of the Meaning of the Terms “In Prison” and “On Parole”*

The Legislature and the voters who adopted article II, section 4 are presumed to be aware of the legal and judicial construction of the terms “in prison” or “on parole.” *People v. Weidert*, 39 Cal. 3d 836, 844 (1985) (enacting body deemed aware of existing laws and judicial constructions in effect at time legislation enacted, including legislation enacted by initiative); *McPherson*, 145 Cal. App. 4th at 1482. Indeed, “[w]here the language of a statute uses terms that have been judicially construed, ‘the presumption is almost irresistible’ that the terms have been used ‘in the precise and technical sense which had been placed upon them by the courts.’” *Weidert*, 39 Cal. 3d at 845-46 (quoting *In re Jeanice D.*, 28 Cal. 3d 210, 216 (1980)).

The phrase “imprisoned or on parole for the conviction of a felony” should be interpreted consistent with these legal and judicial constructions to retain the voting rights of individuals sentenced pursuant to Realignment.

*2. The Legislative History of Article II, Section 4 Supports Limiting the Right to Vote to only Those Individuals Who Are In Prison or On Parole*

That article II, section 4 preserves the right to vote for everyone except those in state prison or on parole is not only consistent with this



Court's decision in *McPherson* as well as principles of constitutional construction, but also with the legislative history of this provision.

*McPherson*, 145 Cal. App. 4th at 1486; see *People v. Canty*, 32 Cal. 4th 1266, 1277 (2004)(court may examine history and background of provision in order to ascertain most reasonable interpretation)(citing *People v. Birkett*, 21 Cal. 4th 226, 231-32 (1999))(where examination of statutory language leaves doubt about meaning, court may consult other evidence of legislative intent, such as history and background of measure).

As discussed in section I.A above, Proposition 10 sought to expand the franchise by lifting the lifetime ban on voting by individuals with felony convictions. In the course of drafting Proposition 10's language to be put before the voters, the Legislature considered and rejected language that would have disenfranchised individuals who were not in state prison or on parole. *McPherson*, 145 Cal. App. 4th at 1483.

### *3. The Legislature Has Consistently Interpreted Section 4 as Limited to Persons in Prison or on Parole*

Since the adoption of article II, section 4 in 1974, the Legislature has enacted multiple Elections Code provisions encouraging citizens to register to vote, describing who is entitled to vote, and explaining the "Voters Bill of Rights." In these provisions, the Legislature used the term "in prison," thus signifying its understanding that the use of the term "imprisonment" in article II, section 4 disenfranchises only those in state prison.



In 1982, the Legislature adopted what is now Elections Code section 2106, which requires that any printed literature or media announcements used in connection with programs to encourage voter registration must contain a statement that “a person entitled to register to vote must be a United States citizen . . . not in prison or on parole for the conviction of a felony....”<sup>23</sup> In other words, since 1982, the state has informed people in writing and in public education announcements targeted at potential voters that disenfranchisement pursuant to article II, section 4 is limited to individuals *in prison*.

In 1989, the Legislature adopted what is now Elections Code section 2101, which provides:

A person entitled to register to vote shall be a United States citizen, a resident of California, not in prison or on parole for the conviction of a felony, and at least 18 years of age at the time of the next election.<sup>24</sup>

Elec. Code § 2101. Thus, by enacting Elections Code section 2101, the Legislature made clear once again that it understood article II, section 4 to limit the term “imprisoned” to mean “in prison.”

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<sup>23</sup> Elections Code section 2106 was originally enacted in 1982 as Elections Code section 304.5. Elec. Code § 304.5 (repealed 1994; current version at Elec. Code § 2106).

<sup>24</sup> Elections Code section 2101 was originally enacted in 1989 as Election Code section 300.5 with identical language. Elec. Code § 300.5. Elections Code section 300.5 was renumbered in 1994 to the current section 2101 as part of the reorganization of the Elections Code that had “only technical and nonsubstantive effect.” Stats. 1994, ch. 920, § 3.



Following this pattern, the Legislature adopted the Voters Bill of Rights in 2003, which states, a “valid registered voter means a United States citizen who is...not *in prison* or *on parole* for the conviction of a felony.” Elec. Code § 2300(a)(1)(B)(emphasis added). The Voters Bill of Rights must be available to the public, printed in all statewide ballot propositions mailed to every voter in California, and conspicuously posted both inside and outside every polling place. Elec. Code §§ 2300 (d)(1), 14105 (q).

This Court, relying on sections 2106 and 2300, found that the Legislature has interpreted article II, section 4 as limiting the voting rights of only those individuals in state prison or on parole. *McPherson*, 145 Cal. App. 4th at 1484, 1486. Indeed, even the Secretary of State concedes this point in her Memorandum. Ex. 1 at 8.

In 2009, following *McPherson*, the Legislature amended Elections Code § 2106, again using the phrase “in prison.” Stats. 2009, ch. 364, § 3. Given that the Legislature is “deemed to be aware of existing laws and judicial constructions in effect at the time legislation is enacted,” *McPherson*, 145 Cal. App. 4th at 1482, and the fact that it did not change its language in response to *McPherson*, the 2009 amendment of Elections Code section 2106 indicates the Legislature’s approval and adoption of the *McPherson* construction. See *In re Marriage of Skelley*, 18 Cal. 3d 365, 369 (1976).





Realignment did not explicitly disenfranchise anyone. The Legislature did not amend the Elections Code to clarify that it intended to disenfranchise people sentenced to county jail under Penal Code section 1170(h), thus offering further support that it intended to continue to limit disenfranchisement only to those individuals “in state prison or on parole.” *See Otsuka*, 64 Cal. 2d at 604 (1966)(“no construction of election law should be indulged that disenfranchises any voter if law is reasonably susceptible of any other meaning”).

As the Legislature’s interpretation of the initiative it had placed before the voters, the Elections Code provisions provide further support for reading the meaning of “imprisoned” narrowly for purposes of elector disqualification under article II, section 4. *See Methodist Hosp. of Sacramento v. Saylor*, 5 Cal. 3d 685, 692, 693 (1971)(settled principle of construction affords “strong presumption” in favor of Legislature’s interpretation of a constitutional provision). The Legislature’s use of the term “prison” in place of “imprisoned” to signify state prison as opposed to county jails both pre- and post-*McPherson* is a reasonable, non-disenfranchising construction of the law. The court should reaffirm this interpretation. *See Otsuka*, 64 Cal. 2d at 603; *Pac. Indem. Co. v. Indus. Accident Comm’n*, 215 Cal. 461, 464 (1932)(where more than one reasonable meaning exists, duty to accept that chosen by Legislature); *City and County of San Francisco v. Indus. Accident Comm’n*, 183 Cal. 273,



279 (1920)(court should not annul statute unless “positively and certainly” opposed to constitution, which cannot be said of statute which adopts one of two “reasonable and possible constructions” of constitution).

4. *Individuals in County Jail Pursuant to A Split Sentence Under Section 1170(h)(5)(B) are Entitled to Vote*

As noted in Section II.A above, Penal Code § 1170(h) allows the judge, in her discretion, to impose split sentences, where a portion of the sentence is served in county jail, followed by a term of mandatory supervision. Pen. Code § 1170(h)(5)(B). Individuals sentenced to a split sentence retain the right to vote while in county jail for the same reasons that individuals sentenced to serve their entire sentence in county jail do. Additionally, split-sentenced individuals in county jail retain the right to vote because they are not imprisoned as a result of the felony conviction as required by article II, section 4.

In *McPherson* the court held that all persons in county jail as a condition of felony probation retain the right to vote unless probation is “revoked or terminated.” 145 Cal. App. 4th at 1481. “[A]rticle II, section 4 requires both a conviction of a felony *and* that the defendant be imprisoned or on parole as a result of the conviction.” *Id.* at 1482. A person in county jail as a condition of probation remains “under the jurisdiction of the court, the defendant is not imprisoned as the result of a



felony conviction, and for that separate reason [] is entitled to vote.” *Id.* at 1485.

An individual in county jail pursuant to Penal Code section 1170(h)(5)(B) while serving the beginning portion of his term is in the same position as a felony probationer in county jail as a condition of probation. Both jail terms result from the court’s order suspending execution of the felony sentence. *Compare* Pen. Code § 1203 (a) with § 1170 (h)(5)(B). The jail terms are imposed “at the court’s discretion.” *Compare* Pen. Code § 1170(h)(5)(B) with *People v. Anderson*, 50 Cal. 4th 19, 26 (2010)(noting trial court’s discretion to impose probation conditions under section 1203.1). A probationer in county jail as a condition of probation remains under the court’s jurisdiction until probation is revoked. *McPherson*, 145 Cal. App. 4th at 1481. While Realignment does not expressly declare that a split-sentenced individual is under the court’s jurisdiction, the Legislature likely intended this effect because when it created split sentences it added language that likened mandatory supervision to probation. *See* Pen. Code § 1170 (h)(5)(B).

Thus, an individual in county jail during the beginning portion of his term is not there as a result of a felony conviction, as required by article II, section 4, but is there instead as a result of the Penal Code section 1170(h)(5)(B) court order that is substantially similar to a probation order.





Accordingly, individuals in county jail pursuant to a split sentence under Penal Code section 1170(h)(5)(B) retain the right to vote.

C. People on Post Release Community Supervision Are Entitled to Vote.

The plain language of article II, section 4 disenfranchises only those who are “imprisoned or on parole for the conviction of a felony.”

Individuals released on PRCS are neither in prison, nor are they on parole, nor do they remain in the custody of CDCR once they are released from prison. Pen. Code § 3457.

Additionally, as noted in section I.B.5 above, the Legislature has no power to disenfranchise individuals not contemplated by the California Constitution. *See, e.g., Flood*, 80 Cal. App. 3d at 154. Thus, even if the Legislature had intended to disenfranchise individuals released on PRCS, (and a thorough search of the legislation revealed no legislative intent to disenfranchise individuals sentenced pursuant to any of the categories newly created by Realignment) they would not have the power to do so. *Communist Party of the United States of America v. Peek*, 20 Cal. 2d 536, 543 (1942).

1. *The Plain Meaning of “Parole” Does Not Include Persons on Postrelease Community Supervision*

The interpretation of “on parole for the conviction of a felony” as excluding PRCS supervisees is supported by the Legislature’s interpretation of article II, section 4 as expressed in the Elections Code. “[I]t is well



settled that when the Legislature is charged with implementing an unclear constitutional provision, the Legislature's interpretation of the measure deserves great deference." *McPherson*, 145 Cal. App. 4th at 1484. In *McPherson*, the court noted that "[a] finding that article II, section 4 applies *only* to those in state prison or on parole from state prison also is consistent with the language of the Elections Code, which . . . provides that persons "*in prison or on parole* for the conviction of a felony" are not entitled to register to vote." *Id.* at 1483-84 (citing Elec. Code §§ 2106, 2300) (second emphasis added). That the literal language of the Elections Code refers to those in prison but not to those in jail was evidence of the Legislature's intent to not subject the latter group to disenfranchisement. *Id.*

Analogously, this Court should conclude that because the literal language of the Elections Code refers to those on parole but not to those on PRCS, this is evidence that PRCS supervisees are not disenfranchised.

2. *Postrelease Community Supervision is Not "Functionally Equivalent" to Parole*

The Secretary of State argues that a person released on PRCS pursuant to Realignment is disenfranchised because people on parole are disenfranchised and PRCS is "functionally equivalent" to parole. Ex. 1 at 11. This is incorrect.

In construing the language of Realignment, the court should look to "the entire scheme of law of which it is part so that the whole may be



harmonized and retain effectiveness.” *People v. Skiles*, 51 Cal. 4th 1178, 1185 (2011). The conclusion that the Legislature did not intend for PRCS to be “functionally equivalent” to parole is not only supported by the two systems having different names, Pen. Code sections 3000.08(a), (b), but also by the fact that they govern different populations of released prisoners, *id.*; section 3000.08(c), place the two populations under the supervision of different agencies, one under the state and the other under the counties, sections 3000; 3451(c)(1), and provide the additional limitations governing where an individual may be released on parole in order to protect the public. § 3003 (f)-(h).

By creating a new phrase “postrelease community supervision” and using it instead of parole and by placing such persons under the authority of the county rather than CDCR, the Legislature placed PRCS supervisees outside the reach of article II, section 4. Moreover, had the Legislature intended to treat PRCS supervisees the same as parolees, it could have made this explicit, as it did when it stated that people under mandatory supervision are subject to the same conditions as probationers. § 1170(h)(5)(B).

The distinctions between those on PRCS and those on parole are further reflected by the funding formula for PRCS supervisees, which “[a]ssumes that local governments will handle this offender population in a different manner than CDCR by utilizing various lengths of incarceration



stints and utilizing alternative custody/diversion programs, which will lower the average length of stay for these offenders.”<sup>25</sup> When PRCS is construed within the context of Realignment, it is clear that PRCS and parole are not “functionally equivalent.” Accordingly, PRCS supervisees are not “on parole” within the meaning of article II, section 4, and thus retain the right to vote.

### III. THE COURT SHOULD ISSUE A WRIT OF MANDATE TO PROTECT FUNDAMENTAL VOTING RIGHTS

Petitioners respectfully request that this Court exercise its jurisdiction<sup>26</sup> to hear this original mandamus proceeding to clarify fundamental voting rights by a statewide ruling that will allow individuals sentenced under Realignment and living in their communities to register and to vote in this year’s election.<sup>27</sup> As this Court has stated, “[t]his case

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<sup>25</sup> Diane M. Cummins, Special Advisor to the Governor, letter to Assemblymember Bob Blumenfield and Sen. Mark Leno, Feb. 25, 2011, [http://www.dof.ca.gov/budget/historical/2011-12/documents/Restructure\\_and\\_Realignment\\_new.pdf](http://www.dof.ca.gov/budget/historical/2011-12/documents/Restructure_and_Realignment_new.pdf) (last visited on Mar. 4, 2012).

<sup>26</sup> This Court has jurisdiction over this original writ proceeding under article VI, section 10 of the California Constitution and Rule 8.468 of the California Rules of Court.

<sup>27</sup> Petitioners would welcome a decision by the Court in advance of the May 21, 2012 voter registration deadline for the June 2012 election. However, Petitioners acknowledge that careful consideration of this important issue may only permit a decision in due time for voter registration for the November 2012 election.





falls within the limited category where an appellate court properly exercises original jurisdiction.” *McPherson*, 145 Cal. App. 4th at 1473. The “issues presented are of great public importance and must be resolved promptly.” *County of Sacramento v. Hickman*, 66 Cal. 2d 841, 845 (1967). At stake is the ability of thousands of Californians to vote in a Presidential election year, in a ballot that will include major initiatives. This is precisely the sort of classic situation that warrants extraordinary relief through a writ action. *Ramirez*, 9 Cal. 3d 199 (original writ of mandate issued to compel election officials to register individuals with felony convictions who have completed sentences). As the Supreme Court has stated:

Cases affecting the right to vote and the method of conducting elections are obviously of great public importance. Moreover, the necessity of adjudicating the controversy before the election renders it moot usually warrants our bypassing normal procedures of trial and appeal. Thus we have exercised our original jurisdiction where electors sought to qualify an initiative for the ballot (*Perry v. Jordan* (1949) 34 Cal. 2d 87, 90-91); *Farley v. Healey* (1967) 67 Cal. 2d 325, 326-327), where a proposed local election would have violated the city charter (*Miller v. Greiner* (1964) 60 Cal. 2d 827, 830) and where an individual sought certification by the city clerk as a candidate for office. (*Camera v. Mellon* (1971) 4 Cal. 3d 714.)

*Jolicoeur v. Mihaly*, 5 Cal. 3d 565, 570 n.1 (1971).

Tens of thousands of Californians will be disenfranchised because local registrars are, understandably, following an opinion issued by the Secretary of State, barring individuals sentenced under Realignment from registration. The Secretary’s conclusion, which petitioners contest, raises a



pure issue of law that is appropriate for appellate resolution in the first instance. *See, e.g., Indus. Welfare Comm'n v. Superior Court*, 27 Cal. 3d 690, 699-700 (1980). By exercising its original jurisdiction, this Court may clarify these important questions in time for voters to participate in the 2012 elections. In contrast, a case in Superior Court will lack statewide jurisdiction and will take years to resolve.

This petition also satisfies the formal requisites for writ relief:

*Petitioners are beneficially interested.* This proceeding is brought by an individual serving a sentence for drug offenses in San Francisco jail. She has voted in San Francisco in the past and wishes to participate in the 2012 elections. She will directly benefit from a writ of mandate. *Cf. Jolicoeur*, 5 Cal. 3d at 569. The organizational petitioners are dedicated to supporting voting rights and the reintegration of individuals with felony convictions into society. *Cf. Ramirez*, 9 Cal. 3d at 202 n.1 (petitioners included "League of Women Voters and three nonprofit organizations that support the interests of ex-convicts"). Indeed, the League of Women Voters signed the ballot argument supporting Proposition 10, the initiative measure at the heart of this case. Where "the question is one of public right and the object of the mandamus is to procure enforcement of a public duty," a petitioner "need not show he has any legal or special interest in the result, since it is sufficient that he is interested as a citizen in having the



laws executed and the duty in question enforced.” *Green v. Obledo*, 29 Cal. 3d 126, 144 (1981).<sup>28</sup>

*Mandate may be issued to the respondent election officials.*

Respondents are California officials charged with conducting elections: the Secretary of State and the registrar of voters of San Francisco County. These were the *McPherson* respondents. “Voting registrars are public officers with the ministerial duty of permitting qualified voters to register. Mandamus is clearly the proper remedy for compelling an officer to conduct an election according to law.” *Jolicoeur*, 5 Cal. 3d at 570 n.2; see also *Ramirez*, 9 Cal. 3d at 202-03.

Petitioners ask this Court to issue a writ of mandate commanding respondents Secretary of State, Debra Bowen, and San Francisco Director of Elections, John Arntz, to register all individuals, otherwise qualified to vote, who are detained in county jails or under county supervision following conviction of a low-level felony and sentencing under Realignment. Petitioners further request this Court to issue a writ of mandate to respondent Bowen directing her to take all ministerial actions necessary to ensure that these new voters receive voting materials and are able to vote, and to notify all local registrars of voters of this Court’s

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<sup>28</sup> This Court has frequently applied this principle. See e.g., *Cal. Homeless & Hous. Coalition v. Anderson*, 31 Cal. App. 4th 450, 457-459 (1995); *Timmons v. McMahon*, 235 Cal. App. 3d 512, 518 (1991); *Planned Parenthood v. Van de Kamp*, 181 Cal. App. 3d 245, 256-257 (1986).





opinion on the voting rights of individuals sentenced pursuant to the categories newly created by Realignment.

California's appellate courts have a proud tradition of exercising writ authority to protect constitutional voting rights statewide and swiftly when they are in jeopardy from incorrect administrative interpretations. In this case, the issue arises in a profoundly important context. Laws and court decisions impacting the right to vote have long had a particularly significant impact on racial minorities.

While racially neutral on their face, felony disenfranchisement laws are born of racial bigotry and have a racially disparate impact. As scholar Michelle Alexander has written in an important new book:

During the Jim Crow era, African-Americans were denied the right to vote through poll taxes, literacy tests, grandfather clauses, and felon disenfranchisement laws, even though the Fifteenth Amendment to the U.S. Constitution specifically provides that, "the right of citizens of the United States to vote shall not be denied...on account of race, color, or previous condition of servitude." Formally, race-neutral devices were adopted to achieve the goal of an all-white electorate without violating the terms of the Fifteenth Amendment....Finally, because blacks were disproportionately charged with felonies – in fact some crimes were specifically defined as felonies with the goal of eliminating blacks from the electorate – felony disenfranchisement laws effectively suppressed the black vote as well. Following the collapse of Jim Crow, all of the race-neutral devices for excluding blacks from the electorate were eliminated through litigation or legislation, except felon disenfranchisement laws....Felon disenfranchisement laws have been more effective in eliminating black voters in the age of mass incarceration than they were during Jim Crow.



Michelle Alexander, *The New Jim Crow: Mass Incarceration in the Age of Colorblindness* 187-88 (The New Press 2010).

Of the estimated 5.3 million citizens (or one in forty-one adults) denied the vote nationwide,<sup>29</sup> 1.4 million are African American men.<sup>30</sup> Nationwide, 13% of African American men are barred from voting; a rate seven times the national average.<sup>31</sup> Given the current rates of incarceration, it is estimated that three in ten of the next generation of African American men can expect to be disenfranchised at some point in their lifetime.<sup>32</sup> In states that disenfranchise people with criminal convictions, as many as 40% of black men may permanently lose their right to vote.<sup>33</sup>

California's numbers, if anything, reflect greater disparities than national statistics. According to CDCR, 68.3% of individuals in state prison are black and/or Hispanic.<sup>34</sup> Yet, although 29% of the state prison

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<sup>29</sup> The Sentencing Project, *Felony Disenfranchisement Laws in the United States* 1 (December 2011), available at [http://www.sentencingproject.org/doc/publications/fd\\_bs\\_fdlawsinusDec11.pdf](http://www.sentencingproject.org/doc/publications/fd_bs_fdlawsinusDec11.pdf) (last visited on Mar. 4, 2012).

<sup>30</sup> *Id.*

<sup>31</sup> *Id.*

<sup>32</sup> *Id.*

<sup>33</sup> *Id.*

<sup>34</sup> Cal. Dep't of Corr. & Rehab., Offender Info. Services Branch, Estimates & Statistical Analysis Section Data Analysis Unit, *California Prisoners and Parolees 2009* (2010), available at



population is black,<sup>35</sup> black people make up only 6.2% of California's total population.<sup>36</sup> Similarly, 63.7% of individuals on parole in California are black and/or Hispanic.<sup>37</sup>

The racially disparate effect of disenfranchisement extends beyond the individual whose right to vote is restricted; it also negatively impacts the political power of their communities.<sup>38</sup> Researchers have quantified the impact that incarceration has had on voting and found each individual "decision to vote affects the turnout of, on average, at least four people in what they refer to as a 'turnout cascade.'"<sup>39</sup> This "turnout cascade" has been documented, particularly in the context of felony disenfranchisement

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[http://www.cdcr.ca.gov/reports\\_research/offender\\_information\\_services\\_branch/Annual/CalPris/CALPRISd2009.pdf](http://www.cdcr.ca.gov/reports_research/offender_information_services_branch/Annual/CalPris/CALPRISd2009.pdf) [hereinafter CDCR Prisoners and Parolees Report 2009].

<sup>35</sup> *Id.*

<sup>36</sup> Sonya Rastogi et al., U.S. Census Bureau, *The Black Population: 2010*, 8 (Sept. 2011), available at <http://www.census.gov/prod/cen2010/briefs/c2010br-06.pdf>.

<sup>37</sup> CDCR Prisoners and Parolees Report 2009.

<sup>38</sup> See Aman McLeod, Ismail K. White and Amelia R. Gavin, *The Locked Ballot Box: The Impact of State Criminal Disenfranchisement Laws on African American Voting Behavior and Implications for Reform*, 11 Va. J. Soc. Pol'y & L. 66-88 (2003).

<sup>39</sup> James H. Fowler, *Turnout in a Small World*, in *Social Logic of Politics* at 19 (2005).



laws.<sup>40</sup> One study found that the probability that a non-disenfranchised African American would vote in a state with harsh disenfranchisement laws was a full 10% lower than in a state with less punitive disenfranchisement laws.<sup>41</sup> In light of the racial disparities of conviction rates, “racial disparity in voting participation...will only grow larger with time.”<sup>42</sup>

The racially disproportionate impact of laws disenfranchising individuals with felony convictions underscores the urgency of ensuring that California citizens living in their communities under county supervision or in county facilities for low-level crimes have an opportunity to participate in the political process.

### CONCLUSION

For the foregoing reasons, this court should issue a writ of mandate commanding respondents Secretary of State, Debra Bowen, and San Francisco Director of Elections, John Arntz, to register all individuals, otherwise qualified to vote, who are detained in county jails or under county supervision following conviction of a low-level felony and sentencing under Realignment.

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<sup>40</sup> McLeod et al., *supra* note 38 at 74-77.

<sup>41</sup> *Id.* at 79.

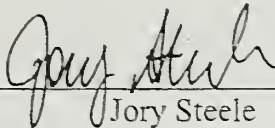
<sup>42</sup> *Id.* at 81.





Dated: March 5, 2012 in San Francisco, California.

Respectfully submitted,

By:   
Jory Steele

Attorney for Petitioners

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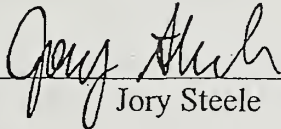


## CERTIFICATE OF COMPLIANCE

I certify pursuant to CRC 8.204(c)(1) that the Petition for Writ of Mandate is proportionally spaced, has a typeface of 13 points or more, contains 13,115 words, excluding the cover, the tables, the signature block and this certificate, which is less than the total number of words permitted by the Rules of Court. Counsel relies on the word count of the Microsoft Word word-processing program used to prepare this brief.

Dated: March 5, 2012 in San Francisco, California.

Respectfully submitted,

By: \_\_\_\_\_  
Jory Steele

Attorney for Petitioners

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**PROOF OF SERVICE**

*All Of Us Or None, et al. v. Bowen, et al.*

Case No. \_\_\_\_\_

I, Nishan Bhaumik, declare that I am employed in the City and County of San Francisco, over the age of 18 years, and not a party to the within action or cause. My business address is 39 Drumm Street, San Francisco, CA 94111.

On March 7, 2012, I served a copy of the foregoing:

• **PETITION FOR WRIT OF MANDATE; MEMORANDUM OF POINTS AND AUTHORITIES; AND EXHIBITS**

on each of the following by placing a true copy in a sealed envelope and directing that the same be hand-delivered to the following:

Debra Bowen, Secretary of State  
California Secretary of State  
1500 11th Street, 6th Floor  
Sacramento, CA 95814  
916-653-6814

Mayor Edwin Lee  
Mayor's Office  
City Hall, Room 200,  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102  
415-554-6141

Kamala Harris, Attorney General  
Office of the Attorney General  
1300 "I" Street  
Sacramento, CA 95814-2919  
916-445-9555

John Arntz, Director  
Department of Elections  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4635  
415-554-4375

I have been advised that each of these envelopes has been hand-delivered as directed. I declare under penalty of perjury that the foregoing is true and correct. Executed on \_\_\_\_\_, at San Francisco, California.

\_\_\_\_\_  
Nishan Bhaumik



**ELECTIONS COMMISSION**  
*City and County of San Francisco*



Gerard Gleason, President  
Jill Rowe, Vice President  
Richard P. Matthews  
Catalina Ruiz-Healy  
Rosabella Safont  
Arnold Townsend  
Winnie Yu

John Arntz  
Director of Elections

Gail Hilliard  
Acting Commission Secretary

**Draft Minutes**  
**Elections Commission Meeting**  
**Wednesday, March 21, 2012**  
**6:00 p.m.**  
**City Hall, Room 408**  
**1 Dr. Carlton B. Goodlett Place**  
**San Francisco, California 94102**

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**Order of Business**

**1. Call to Order 6:04 & Roll Call**

Present: President Gerard Gleason, Vice President Jill Rowe, Commissioner Arnold Townsend, Commissioner Rosabella Safont, Commissioner Catalina Ruiz-Healy and Richard Matthews – excused Commissioner Yu President Gleason announced that Commissioner Yu has been reappointed.

**2. Public comment on any issue within the Elections Commission's general jurisdiction.**

None

**3. Approval of Minutes:**

Vote was taken and was unanimous to approve the Minutes of February 15, 2012.

**4. Director's Report :**

Director Arntz says that the *Administrative Division* have been working on Radio Frequency Identification and it is beginning to take frame a pilot is set for June we have some Vendors lined up, things are beginning to take shape. The department has been setting up the *Budget* database which after November we will begin to plug in historical data which is more detailed. The department has finished with the electronic timesheet this gives us better means of tracking procedures which helps with how much time a procedure takes and for planning purposes. *Voter*





*services/Distribution* the department has been taking a close look at how much time it takes an envelope to pass through our machines, verify a signature and how much time it takes to remove a ballot from an envelope this will all help with staffing appropriately. Secretary of State will announce that it will have Department of Motor Vehicle (DMV) registration starting in August it seems that DMV and Secretary of State will match license and Social Security numbers as a cross reference. Secretary of State has ask for the longest Pollworker and San Francisco is the winner with a woman name Elise Kennedy she has been a Pollworker for 74 years she is now age 96. Secretary of State will present her with Association Medallion of Honor, the department plans to contact the media and get this story out to the media. *Ballot Distribution* we have been working on the parking plan. *Campaign Services* filing and extensions have both passed their deadlines we have 29 Paid Arguments, 23 Candidates and 18 or 19 for the Board of Supervisors. *Outreach* the department will mail 2100 Availability notices using the new census data received from Redistricting consultant at UC Berkeley, Karin McDonald of Statewide Database and Elections Administration Research Center regarding the use of surnames to adjust blocks and determine where we may need to add more bilingual workers. *Community Network* we have 2 meetings the first topic scheduled the first part of April the topic of discussion will be bilingual assistance at polling places the second is to discuss notices sent to agencies that we are trying to partner with we have mailed information on what we do here at Elections Department. *Redistricting* has a deadline of April 15<sup>th</sup>, 2012 we will begin on the 16<sup>th</sup> to draw new lines for the June Election. *Precinct Services* The department has received 80 cancellations, this has to be addressed. *Voter Services* is working on a petition and have mailed cards informing Non Partisan Voters that they may crossover and vote Democratic or Independent for this election

## 5. Commissioners' Reports:

None

- Meetings with public officials
- Oversight and Observation activities
- Long-range planning for Commission activities and areas of study
- Proposed legislation which impacts elections

## 6. Litigation Report

Discussion regarding *All of Us or None et al. v. Bowen et al.*, California Court of Appeal, first appellate district, case number A134775 (filed March 7, 2012).+

Mollie Lee Deputy City Attorney gave a brief update regarding this case number and stated she would be available for questions on an individual basis if anyone had additional questions. City Attorney Mollie Lee states that the materials were included in the agenda packets that were mailed to all the Commissioners. The ACLU and other groups are filings a lawsuit challenging the Secretary of State's





Interpretation of certain election codes and constitutional provisions regarding qualifications to vote. Questions have been posed in light of the criminal justice realignment act. The realignment act previously states that anyone convicted of a felony and sentenced to state prison were disqualified from voting for that period of time.

Deputy City Attorney Mollie Lee gave a brief description of this law suit.

**7. CLOSED SESSION.** Started 6:37

Closed Session is held pursuant to Brown Act section 54957(b) and Sunshine Ordinance section 67.10(b) to discuss annual performance evaluation of a public employee, discussion and possible action.

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
Director of Elections John Arntz

**CLOSED SESSION.** Ended 7:58

- 8. Discussion and possible action regarding closed session action and deliberations.** Discussion and vote pursuant to Brown Act section 54957.1 and Sunshine Ordinance section 67.12 on whether to disclose any action taken or discussions held in closed session.

Motion: The Elections Commission finds that it is in the best interest of the public (not) to disclose its closed session deliberations regarding the performance evaluation of the Director of Elections.

- 9. Discussion and possible action to determine procedures and criteria for the annual performance review of the Acting Commission Secretary.**

- 10. Announcements** None

- 11. Discussion and possible action regarding items for future agendas.** None

**Adjourn 8:08**



**ELECTIONS COMMISSION**  
*City and County of San Francisco*



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Jill Rowe, Vice President  
Richard P. Matthews  
Catalina Ruiz-Healy  
Rosabella Safont  
Arnold Townsend  
Winnie Yu

John Arntz  
Director of Elections

Gail Hilliard  
Acting Commission Secretary

**Elections Commission Special Meeting**

**Wednesday, April 4, 2012  
6:00 p.m.**

04-02-12A08:44 RCVD

**City Hall, Room 421  
1 Dr. Carlton B. Goodlett Place  
San Francisco, California 94102**

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**Order of Business**

- 1. Call to Order & Roll Call**
- 2. Discussion and possible action to set general policy for the Department of Elections in support of making the franchise available to all electors in accordance with the law, and requiring the Department to undertake all reasonable actions to enact this policy.**

**Proposed Motion:**

IT SHALL BE THE POLICY OF THE CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF ELECTIONS TO EXTEND THE RIGHT AND OPPORTUNITY TO VOTE AS BROADLY AS POSSIBLE TO ALL ELECTORS, INCLUDING ALL REASONABLE EFFORTS TO ENABLE VOTING OF ELECTORS CURRENTLY ELIGIBLE TO VOTE AS WELL AS SUPPORTING ALL EFFORTS TO EXTEND THE RIGHT TO VOTE TO ALL ELECTORS.

[Entire DRAFT Policy attached as addendum to this agenda]

**Relevant background:**

*The Department of Elections is a nominal defendant in litigation challenging the Secretary of State's interpretation of voter eligibility requirements, particularly as they apply to low-level felony offenders in county jail or on post-release community supervision. In December 2011, the Secretary of State issued a memorandum stating that these persons are not eligible to vote. On March 7, 2012, the American Civil Liberties Union of Northern California and others filed a lawsuit challenging this determination. The Elections Commission is not named in the lawsuit and does not have any direct role in connection with this litigation. It believes, however, that the litigation raises important policy issues regarding*





*qualifications for voting, and the Commission will hold a hearing, take public comment, and possibly adopt a motion related to these issues.*

## **Adjournment**

There will be an opportunity for public comment on each agenda item.

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**Lobbyist Registration and Reporting Requirements:** Individuals that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100; fax (415) 252-3112; and website: [www.sfgov.org/ethics](http://www.sfgov.org/ethics).



DRAFT POLICY

IT SHALL BE THE POLICY OF THE CITY AND COUNTY OF SAN FRANCISCO TO EXTEND THE RIGHT AND OPPORTUNITY TO VOTE AS BROADLY AS POSSIBLE TO ALL ELECTORS, INCLUDING ALL REASONABLE EFFORTS TO ENABLE VOTING OF ELECTORS CURRENTLY ELIGIBLE TO VOTE AS WELL AS SUPPORTING ALL EFFORTS TO EXTEND THE RIGHT TO VOTE TO ALL ELECTORS

WHEREAS, the right to vote is the most important right in a democracy, and

WHEREAS, it is the history of California to extend the right to vote to more electors in part by eliminating disqualifications from voting which do not relate to the ability to vote intelligently or honestly, such as in *Otsuka v. Hite*, 64 Cal.2d 596 (1966), in which the California Supreme Court struck down the disqualification of otherwise valid voters on the basis of a conviction for "infamous crimes," finding it not relevant to the ability to participate intelligently in the electoral process (citing the United States Supreme Court decision of the same year, *Harper v. Virginia State Board of Elections* (1966) 86 S.Ct. 1079), and

WHEREAS, the San Francisco Department of Elections in co-operation with the Sheriff Department has done an exemplary job in facilitating voting by electors who are in county custody at the time of elections, and

WHEREAS, there is broad and national push by some organized groups to impose new restrictions on voters for this presidential election cycle, all too often placing new and insurmountable burdens on longtime voters with the apparent aim of blocking certain voters from exercising this sacred right, and

WHEREAS, the Brennan Center for Justice at the New York University School of Law estimates that some five million valid registered voters might be affected adversely by new voter identification laws nationwide, which is a number less than the margin of victory in two of the last three presidential elections, and finds that these changes were consciously contrived to have the effect of making it more difficult for certain classes of people to vote (see 'Voting Law Changes in 2012,' available in summary or comprehensive form at [www.brennancenter.org/content/resource/voting\\_law\\_changes\\_in\\_2012](http://www.brennancenter.org/content/resource/voting_law_changes_in_2012)),

THEREFORE, IT IS NOW RESOLVED BY THE ELECTIONS COMMISSION OF THE CITY AND COUNTY OF SAN FRANCISCO,

THAT it shall be the policy of the San Francisco Department of Elections to continue its efforts of extending the right and the opportunity to vote to all electors within budgetary and operational limits, and

THAT it shall be the policy of the San Francisco Department of Elections to support the elimination of all disqualifications of otherwise qualified electors from voting if those restrictions do not bear directly on the ability to participate in the electoral process intelligently or honestly.



**ELECTIONS COMMISSION**  
*City and County of San Francisco*



Gerard Gleason, President  
Jill Rowe, Vice President  
Richard P. Matthews  
Catalina Ruiz-Healy  
Rosabella Safont  
Arnold Townsend  
Winnie Yu

John Arntz  
Director of Elections

Gail Hilliard  
Acting Commission Secretary

**Elections Commission Meeting**

**Wednesday, April 18, 2012**  
**6:00 p.m.**

**City Hall, Room 408**  
**1 Dr. Carlton B. Goodlett Place**  
**San Francisco, California 94102**

04-16-12A09:10 RCVD

**GOVERNMENT**  
**DOCUMENTS DEPT**

**Order of Business**

APR 16 2012

1. **Call to Order & Roll Call**
2. **Public comment on any issue within the Elections Commission's general jurisdiction.**
3. **Approval of Minutes**

**SAN FRANCISCO**  
**PUBLIC LIBRARY**

Discussion and possible action to approve the Minutes of the March 21, 2012  
Elections Commission Meeting.

4. **Director's Report**
  - Division Updates

• Budget/Personnel	• Technology Division
• Campaign Services	• Voter Services
• Outreach	•
• Publications	•
• Poll Worker Division	•

5. **Commissioners' Reports**

- Meetings with public officials
- Oversight and Observation activities
- Long-range planning for Commission activities and areas of study
- Proposed legislation which impacts elections





## NEW BUSINESS

6. **Discussion and possible action to request a Waiver Allowing City Employees to Assist the Department of Elections with the June 5, 2012 Consolidated Primary Election, per San Francisco Charter Section 13.104.5.** (Attachment: Memorandum from Director to Commission dated March 26, 2012)
7. **Discussion and possible action to approve the Election Plan for the June 5, 2012 Consolidated Primary Election, per San Francisco Charter Section 13.103.5.** Possible report from the Budget and Oversight and Public Elections Committee from April 4, 2012 on this item. (Attachment: Election Plan submitted by Director Arntz).
8. **Discussion and possible action to commend members of the Redistricting Task Force for their service.**
9. **CLOSED SESSION.**

Closed Session is held pursuant to Brown Act section 54957(b) and Sunshine Ordinance section 67.10(b) to discuss annual performance evaluation of a public employee. Discussion and possible action.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Director of Elections John Arntz

PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Commission Acting Secretary Gail Hilliard

[ Return from Closed Session]

10. **Discussion and possible action regarding closed session action and deliberations.** Discussion and vote pursuant to Brown Act section 54957.1 and Sunshine Ordinance section 67.12 on whether to disclose any action taken or discussions held in closed session.

*Motion: The Elections Commission finds that it is in the best interest of the public (not) to disclose its closed session deliberations regarding the performance evaluation of the Director of Elections and the Commission Acting Secretary.*

## 11. Announcements

12. **Discussion and possible action regarding items for future agendas.**

**Adjournment**





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John Arntz  
Director of Elections

Gail Hilliard  
Acting Commission Secretary

**Draft Minutes**  
**Elections Commission Meeting**  
**Wednesday, March 21, 2012**  
**6:00 p.m.**  
**City Hall, Room 408**  
**1 Dr. Carlton B. Goodlett Place**  
**San Francisco, California 94102**

**Order of Business**

**1. Call to Order 6:04 & Roll Call**

Present: President Gerard Gleason, Vice President Jill Rowe, Commissioner Arnold Townsend, Commissioner Rosabella Safont, Commissioner Catalina Ruiz-Healy and Richard Matthews – excused Commissioner Yu President Gleason announced that Commissioner Yu has been reappointed.

**2. Public comment on any issue within the Elections Commission's general jurisdiction.**

None

**3. Approval of Minutes:**

Vote was taken and was unanimous to approve the Minutes of February 15, 2012.

**4. Director's Report :**

Director Arntz says that the *Administrative Division* have been working on Radio Frequency Identification and it is beginning to take form a pilot is set for June we have some Vendors lined up, things are beginning to take shape. The department has been setting up the *Budget* database which after November we will begin to plug in historical data which is more detailed. The department has finished with the electronic timesheet this gives us better means of tracking procedures which helps with how much time a procedure takes and for planning purposes. *Voter*





*services/Distribution* the department has been taking a close look at how much time it takes an envelope to pass through our machines, verify a signature and how much time it takes to remove a ballot from an envelope this will all help with staffing appropriately. Secretary of State will announce that it will have Department of Motor Vehicle (DMV) registration starting in August it seems that DMV and Secretary of State will match license and Social Security numbers as a cross reference. Secretary of State has ask for the longest Pollworker and San Francisco is the winner with a woman name Elise Kennedy she has been a Pollworker for 74 years she is now age 96. Secretary of State will present her with Association Medallion of Honor, the department plans to contact the media and get this story out to the media. *Ballot Distribution* we have been working on the parking plan. *Campaign Services* filing and extensions have both passed their deadlines we have 29 Paid Arguments, 23 Candidates and 18 or 19 for the Board of Supervisors. *Outreach* the department will mail 2100 Availability notices using the new census data received from Redistricting consultant at UC Berkeley, Karin McDonald of Statewide Database and Elections Administration Research Center regarding the use of surnames to adjust blocks and determine where we may need to add more bilingual workers. *Community Network* we have 2 meetings the first topic scheduled the first part of April the topic of discussion will be bilingual assistance at polling places the second is to discuss notices sent to agencies that we are trying to partner with we have mailed information on what we do here at Elections Department. *Redistricting* has a deadline of April 15<sup>th</sup>, 2012 we will begin on the 16<sup>th</sup> to draw new lines for the June Election. *Precinct Services* The department has received 80 cancellations, this has to be addressed. *Voter Services* is working on a petition and have mailed cards informing Non Partisan Voters that they may crossover and vote Democratic or Independent for this election

## 5. Commissioners' Reports:

None

- Meetings with public officials
- Oversight and Observation activities
- Long-range planning for Commission activities and areas of study
- Proposed legislation which impacts elections

## 6. Litigation Report

Discussion regarding *All of Us or None et al. v. Bowen et al.*, California Court of Appeal, first appellate district, case number A134775 (filed March 7, 2012).+

Mollie Lee Deputy City Attorney gave a brief update regarding this case number and stated she would be available for questions on an individual basis if anyone had additional questions. City Attorney Mollie Lee states that the materials were included in the agenda packets that were mailed to all the Commissioners. The ACLU and other groups are filings a lawsuit challenging the Secretary of State's



Interpretation of certain election codes and constitutional provisions regarding qualifications to vote. Questions have been posed in light of the criminal justice realignment act. The realignment act previously states that anyone convicted of a felony and sentenced to state prison were disqualified from voting for that period of time.

Deputy City Attorney Mollie Lee gave a brief description of this law suit.

**7. CLOSED SESSION.** Started 6:37

Closed Session is held pursuant to Brown Act section 54957(b) and Sunshine Ordinance section 67.10(b) to discuss annual performance evaluation of a public employee, discussion and possible action.

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
Director of Elections John Arntz

**CLOSED SESSION.** Ended 7:58

- 8. Discussion and possible action regarding closed session action and deliberations.** Discussion and vote pursuant to Brown Act section 54957.1 and Sunshine Ordinance section 67.12 on whether to disclose any action taken or discussions held in closed session.

Motion: The Elections Commission finds that it is in the best interest of the public (not) to disclose its closed session deliberations regarding the performance evaluation of the Director of Elections.

- 9. Discussion and possible action to determine procedures and criteria for the annual performance review of the Acting Commission Secretary.**

- 10. Announcements** None

- 11. Discussion and possible action regarding items for future agendas.** None

**Adjourn 8:08**





John Arntz  
Director

## Memorandum

To: Elections Commission

From: John Arntz, Director

Date: March 26, 2012

Re: Waiver Allowing City Employees to Assist the Department of Elections with the  
June 5, 2012 Consolidated Primary Election

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This memorandum requests that the Elections Commission approve the Department of Elections' (Department) request for the Board of Supervisors to waive the prohibition under Charter section 13.104.5 that disallows City employees from assisting the Department in the conduct of elections. The Department seeks a general waiver of this prohibition so the Department is able to utilize the services and expertise of City personnel when necessary; however, the Department presently expects to require the assistance of approximately 10 people from other City departments.

The Department will require technical assistance to upload the vote tallies contained in the memory packs that will be transported from each polling place to City Hall, as well as preparing the information for results reporting. The memory packs record the voting that occurs in the polling places on vote tabulation machines. The City personnel will assist in uploading the voting information contained inside the memory packs into the central count system located in the Department's computer room in City Hall Room 48.

While the uploading of the voting information from the memory packs will last a few hours after the polls close, the Charter prohibits City personnel from providing such assistance to the Department. (13.104.5).

Except as provided below, no City employee or officer, other than the Director of Elections, an appointee of the Director of Elections or a member of the Elections Commission, may in any capacity perform any function relating to the conduct of an election that this Charter places under the Department of Elections. This section prohibits City personnel from providing to the Department of Elections services that are unique to that department. . . . The Elections Commission may, upon the recommendation of the Director of Elections request from the Board of





Supervisors a waiver of this prohibition so as to allow City employees and officers to assist the Department of Elections. The Board of Supervisors shall approve or deny such requests from the Elections Commission by motion.

The Department does seek to conduct elections exclusively with its permanent and temporary staff, but we find it necessary in some instances to utilize the skills of City personnel who work with other departments. Thus, after considering staffing needs for the June 5, 2012 Consolidated Primary Election, I recommend that the Elections Commission request from the Board of Supervisors a waiver of the prohibition of City employees performing election-related tasks and allow City personnel to assist the Department of Elections.

The Department requests that this be a general waiver in order to provide flexibility in planning for the election. Still, at this time the Department has identified the need for the assistance of approximately ten people from other City Departments. The personnel work in the departments listed in the attachment to this memorandum.

I will be glad to answer any questions you might have on this matter.

Encl; waiver request list







March 29, 2012

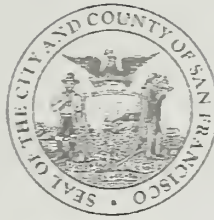
**Re: Waiver Allowing City Employees to Assist the Department of Elections with the June 5, 2012 Consolidated Primary Election**

**TECHNICAL SUPPORT**

**Number of City Employees:** 10

**Departments:** Department of Technology, General Services Agency, and City Attorney's Office.





**Election Plan**  
**Consolidated Presidential Primary Election**  
**June 5, 2012**

**I. Introduction**

The Department of Elections (Department) drafts an Election Plan prior to every election as required by San Francisco Charter section 13.103.5. The Election Plan provides information on how the Department will conduct an election in a manner that is free, fair, and functional. Afterwards, the Elections Commission will assess whether the Election Plan allowed for elections that are free, fair, and functional. Following is the plan for the June 5, 2012 Consolidated Presidential Primary Election.

This Plan is organized according to the subject matters listed below.

- II. Dates and Deadlines
- III. New Practices
- IV. Observation Activities
- V. Voter Outreach and Education
- VI. Customer Service Program for Those Who Seek Public Access to Election-Related Materials and Programs
- VII. Poll worker Recruitment and Training
- VIII. Voting Equipment
- IX. Polling Places
- X. Ballots
- XI. Election Night: Transporting and Securing Precinct Ballots after the Polls Close
- XII. Vote Counting
- XIII. Remaking Ballots
- XIV. Ballot Processing Schedule
- XV. Reporting Election Results
- XVI. Canvassing of Election Materials: Final Report and Certification of Results

**II. Dates and Deadlines**

- April 9: Preparation begins for mailing ballots to overseas voters
- May 7:
  - Early Voting begins in City Hall, 8 a.m. to 5 p.m.
  - Mailing of Vote-By-Mail ballots begins
  - Deadline to mail Voter Information Pamphlets and Sample Ballots (San Francisco Municipal Elections Code 500)
- May 12: Chinese and Spanish Voter Information Pamphlets mailing target date
- May 21: Deadline to register to vote
- May 29: Deadline for voters to request a Vote-By-Mail ballot
- May 26 and May 27; June 2 and June 3:
  - Weekend Early Voting takes place at City Hall, 10 a.m. to 4 p.m.
- June 5: Election Day



- June 7: Official Canvass period begins
- July 3: Deadline for Department to certify the election and issue the Certified Statement of results

### III. New Practices

#### A. Implementing Changes Introduced by the California's New "Top Two" or "Open" Primary Election System

The June 5, 2012 election will be the first statewide election conducted under the new open primary election system.

On June 8, 2010, California voters approved Proposition 14, which created a "top two" or "open" primary election system. The passage of this proposition changed how the primary elections for state constitutional offices, state legislative offices, and U.S. congressional offices are conducted in California. These offices are now known as "voter-nominated" offices. The change to an open primary election system does not affect how the primary elections for U.S. President or elections for county central committees are conducted.

All candidates running in a primary election for voter-nominated offices, regardless of their party preferences, will appear on a single primary election ballot, and voters can vote for any candidate for:

- United States Senator
- United States Representative
- State Senator
- Member of the State Assembly

The two candidates who receive the most votes for each contest will move on to the general election in November.

Additionally, AB 1413 that was signed into law in February 2012, made numerous changes to state election law to implement the top two primary election system, some of which are noted below:

- Modifications to the format of the declaration of candidacy and nomination papers. Candidates for voter-nominated offices are now required to include a certification of his or her partisan affiliation history for the previous 10 years on the nomination papers that he or she files;
- Modifications to the manner in which the party preference designation for a candidate for voter-nominated office appears on the ballot;
- Provides that spaces for write-in candidates are not be printed on the ballot for voter-nominated offices at the general election in November. Voters may still vote for a qualified write-in candidate who is not listed on the ballot in the primary election. To advance to the general election for a voter-nominated office, a qualified write-in candidate must be one of the two candidates who receive the most votes in the primary election.





- Each political party can have a list of candidates it endorses printed in a county's voter guide.

#### **B. Informing Voters About Voting in the June 5, 2012 Election**

The Department will utilize many strategies to inform voters about the new primary rules and their voting options, including several targeted mailers, public events and scheduled presentations, mass media campaign, online tools, Voter Information Pamphlet and voter education literature, etc.

#### **Voters with No Party Preferences**

For the June 5, 2012, election, two parties allow voters with no party preferences to participate in their Presidential primary. These parties are the American Independent Party and the Democratic Party.

To inform voters who permanently vote by mail or live in vote-by-mail precincts and declined to disclose their preferences for a qualified political party, the Department will mail four notice to these voters. Notices were mailed in February and March, and a third mailing will occur in the beginning of April. Each notice includes fields for voters to indicate their request to receive a ballot with the Presidential primary contest of either the American Independent Party or the Democratic Party. The notice further informed voters that if they do not request a party ballot, they will be sent a ballot without a Presidential contest.

Voters who have not returned a business-reply postcard to the Department indicating their ballot choice will be sent a ballot that does not include a Presidential contest and another notice informing them that they may exchange this ballot for a party ballot at the Department's office beginning May 7, or at their polling place on Election Day.

To further inform voters with no party preference about their options, the Department will send another mailer in May. This mailer will target voters with no party preference who do not have permanent vote-by-mail status and who voted at polling places during the last primary election. The notice will include information on the new primary rules and inform voters that if they wish to receive a party ballot on Election Day, they may request it from a poll worker when signing the Roster of Voters.

#### **Voters with Party Preferences**

To inform voters with party preferences, the Department will send a mailer in May emphasizing how voters' political party preference affects their voting options in the upcoming election and the importance of re-registering if they want to be eligible to receive a preferred party's ballot.

Additionally, the Department will continue to inform voters about a voter registration look-up tool available on the Department's website. When using this look-up tool, voters will be able to view their party preference and options for re-registering if they prefer to vote a ballot of a different party.

On Election Day, each polling place will be provided with a trilingual "My Ballot" stand that explains voting in the primary election, including options for voters with no party preference.



**C. Providing Option to Opt Out of Receiving the Voter Information Pamphlet and Sample Ballot By Mail**

Until recently, state and local laws required that each registered voter be mailed a copy of the Voter Information Pamphlet and Sample Ballot. Recent changes to state and municipal laws allow voters to “go green” by opting out of receiving a Voter Information Pamphlets and Sample Ballots by mail, and accessing them online instead. To facilitate implementation, the Department made an online “Voter Information and Sample Ballot Opt In/Opt Out” form available on its website.

To opt out of receiving Voter Information Pamphlets and Sample ballots by mail beginning with the June 5, 2012 election and for all future elections, voters must submit their completed forms no later than April 16, 2012. If the request is received after this date, the change will take effect for the next election.

The Department will exclude from its mailing list the voters who opted out of receiving a Voter Information Pamphlet and Sample Ballot by mail. Approximately 40 days prior to the election, once the Voter Information Pamphlets and Sample Ballots are posted online on the Department’s website, the Department will send a reminder to the email addresses that voters have provided on the Opt In/Opt Out form, informing them that the pamphlet is available for viewing.

**D. Creating a Voter Information Pamphlet and Sample Ballot For Voters From any Party**

Each Voter Information Pamphlet will include sample ballots for all political parties that have qualified to participate in this primary election, as well as the sample ballot options for voters with no party preference. In addition, each Voter Information Pamphlet will include candidate statements of qualifications from any candidate, regardless of party preference, who is running for office in the jurisdiction and was eligible to submit a statement and chose to do so. Therefore, all voters within a jurisdiction will receive the same Voter Information Pamphlet. However, the pamphlets mailed to voters with no party preferences will have a specific version of the Vote-by-Mail application on the back cover, which specifies the ballot options available to voters with no party preference.

**E. Establishing Community Network Meetings**

To offer organizations the opportunity to share ideas on how to best reach out to the City’s diverse communities to disseminate election-related information, to recommend effective venues for identifying and registering eligible electors, and to provide feedback on how to increase the overall public awareness of and participation in the elections, the Department established meetings with the representatives of community-based organizations (CBOs). The Department met with a group of CBOs at City Hall in February, and gathered a variety of ideas for how to improve in-person, online, and mass media education efforts. Two additional meetings have been scheduled—one in April to review drafts of media pieces and the bilingual outreach plan; and one in May to train CBO staff on providing clear, concise election education to their clientele.

**F. Expanding Voter Outreach to Students and their Families**

The Department plans to expand its voter outreach education to young voters such as high school seniors and college students. The Department will seek presentations to educate high school seniors by speaking to their classes or the assembly of seniors. The educational presentations will include information which caters to youth, explaining the procedures for first-time voters





and the importance of voting. At the end of the presentation, students will receive Voter Registration Forms to fill out and to take home for their parents. The Department will work with San Francisco schools to explore the possibility of involving high school students themselves in conducting voter registration drives. Student registration drives would target eligible parents and other adults within the community served by the school, and could take place both at school events as well as at other community locations.

To further expand its voter outreach to young voters, the Department will add a voter outreach component to the high school student poll worker training class curriculum. Through this additional training component, the Department anticipates reaching 800-1000 students and their families.

#### **G. Using Color-Coded Vote-by-Mail Return Envelopes**

The Department will continue to use white paper for the outgoing vote-by-mail envelopes. The return envelopes, however, will be printed on purple paper. This will provide the Department and post office staff with an immediate visual clue that will allow for a more efficient sorting of the incoming mail, including undeliverable pieces.

#### **H. Utilizing “TigerEYES” For Inventory and Custody of Ballots**

For the past few years, the Department has been utilizing an asset tracking system, “TigerEYES”, for managing the inventory and custody of the voting equipment. Starting with the upcoming election, the Department will use this system for tracking the inventory and custody of precinct ballots. Bar-coded labels will be placed on each ballot box and scanned as each ballot preparation process is complete and/or the custody of the ballots is changed. The tracking system will allow control of how and where the ballots are stored, loaded on field support vehicles, etc.

#### **I. Offering Supplemental Online Poll worker Training Opportunities**

The Department offers online poll worker training as a supplemental tool which includes the narrated classroom curriculum and interactive quizzes. For the upcoming election, the Department will expand the online training by offering an interactive module for voting machine setup and quiz questions to test poll workers’ knowledge as they navigate through the curriculum. Additional online training will include an interactive bilingual glossary of election terms which will provide bilingual poll workers with an engaging opportunity to review their skills and knowledge of election terminology. The Department will also place training online for its infield support staff, Field Election Deputies, allowing them to review the information before attending their scheduled class, and to refresh their knowledge before Election Day.

#### **J. Expanding Criteria For Identifying Precincts That May Need Language Assistance on Election Day**

The Department has been using various criteria (i.e., Voter Request for Election Materials in Chinese or Spanish, Voter Country of Origin, Input from Community-Based Organizations, etc.) to identify precincts in which voters may need language assistance, and to determine the number of bilingual poll workers to assign to those precincts. For the upcoming election, the Department provided its master voter file to the Statewide Database & Election Administration Research Center at UC Berkeley for an updated analysis of the surnames of registered voters. Based on their analysis, the Department will target precincts not previously identified by the number of



voter requests or voter country of origin on file for bilingual assistance. Accordingly, the Department will assign at least 1 bilingual poll worker in every precinct where there are 100 or more registered voters with Chinese or Spanish surnames.

#### **K. Offering Training Labs to Poll workers**

The Department will offer voting machine practice labs where poll workers will have the opportunity to practice working through their instructional materials independently, as they would on Election Day. This independent practice and review of the voting equipment will assist poll workers to deepen their knowledge and confidence in assisting voters on Election Day.

#### **L. Separating Consolidated Precincts and Creating New Precincts**

For the June 5, 2012 election, the Department will separate consolidated precincts and will support 570 polling sites compared to 406 sites from the November 2011 election. All voters will still find the printed address for their polling place along with a vote-by-mail ballot application on the back cover of their Voter Information Pamphlets, which are mailed to every voter at least 29 days before every election. Additionally, the cover of the Voter Information Pamphlet will feature a QR code, which when photographed or scanned with enabled cell phones, will direct voters to the mobile Polling Place Look-Up Tool associated with the Department's website.

Due to the drawing of new district lines based on the 2010 U.S. Census, the Department had to re-precinct or alter and redraw 25 precincts. The changes occurred in Supervisorial Districts 2, 4, 5, 7, and 11. Due to re-precincting, the number of precincts is now 603, compared to 592 precincts in the last election. The number of mail-ballot precincts has also increased from 23 to 29. The Department made hard copies of new precinct maps available to the public and posted a digital precinct map on its website.

When redrawing precincts, the Department followed the following guidelines:

- No precinct can exceed 1,000 voters (California Elections Code Section 12223);
- Political District lines must not be crossed;
- Census blocks must not be split (if one has to be split, documentation must be kept to explain why);
- Observe topography, geography and natural barriers, such as, freeways, reservoirs, parks, etc;
- Voters should be able to walk to their polling places (distances of six blocks or less);
- Pinpoint existing accessible polling places and draw precincts around them, whenever possible;
- Assess the impact of moving each block with regard to the number of voters that will be moved into/out of a precinct;
- The voter count of each precinct should be kept below 900 voters to allow for growth (registration drives, new construction, etc.);
- Detailed records must be kept of the precincts before and after the boundary lines were altered (lists and maps) (California Elections Code Section 12260).





#### **M. Incorporating the Use of Tablet Devices into the Logic and Accuracy Process**

During the Logic and Accuracy testing preparation, one of the first steps is to visually check every voting machine and its component for any missing or damaged seals, defects, missing labels, missing cords, missing bags, or others issues. This approach enables the Department to determine the status of the equipment and any needed improvements and prevents delays in testing. However, logging this information on a checklist and entering the information into a spreadsheet is time-consuming and creates duplicative outcomes.

Starting with the June 2012 election, the Department will continue its expansion of automating manually intensive tasks by using tablet computers to replace the paper checklists. Logging the information directly on a tablet application will remove the need to enter the information into a spreadsheet and will allow for more efficient and accurate data gathering. After the election the Department will review “lessons-learned” and will use the tablets to automate other processes that require tracking.

#### **N. Implementing RFID Technology on a Small-Scale**

The Department may implement a small-scale pilot testing the use of Radio Frequency Identification (RFID) to study the efficacy and efficiency an RFID system to track materials and processes. RFID is a wireless non-contact system that uses radio-frequency to transfer data from a tag attached to an object, for the purposes of automatic identification and tracking. If the Department can timely obtain the necessary equipment, the pilot program may consist of tracking precinct rosters as they are distributed to the polling place inspectors and when the rosters are returned to the Department after Election Day. Also, the Department may use RFID for tracking voting equipment to and from several precincts using a pass through ‘gate’ or ‘portal,’ eliminating the need to physically handle or remove items and to scan their attached barcodes using a handheld device.

### **IV. Observation Activities**

To the fullest extent allowed by law and by the logistical and security constraints required to preserve the security of the voting systems and the privacy of the voters, the Department will welcome the public to observe the following processes:

#### **Pre-Election**

- Logic & Accuracy (L&A) testing of voting machines, which includes the following:
  - Insight machines (precinct optical scan ballot tabulators)
  - 400-C machines (Vote-by-Mail and precinct ballot optical scan and tabulator)
  - Edge II (a touchscreen machine designed primarily to assist people with specific needs to vote independently and privately at the precinct or early voting counter.
- Receipt and storage of Vote-by-Mail ballots
- Signature/eligibility verification of Vote-by-Mail ballots
- Opening and preparation for counting of Vote-by-Mail ballots
- Poll worker Training Classes



### **Election Day**

- 570 Polling Place Locations Citywide 7 a.m. - 8 p.m.
- Election Day voting at City Hall 7 a.m. - 8 p.m.
- Processing Vote-by-Mail Ballots in City Hall
- Processing Center at Pier 48

### **Election Night**

- Vote-by-Mail Ballot tabulating can be viewed through the observation window of the Department of Elections, City Hall, Room 48 where the two monitors provide real-time viewing of tabulation machines operations
- Election Night results can be viewed in the North Light Court at City Hall.

### **Post-Election – Official Canvass**

- Processing provisional ballots and Vote-by-Mail ballots returned to polling places
- Processing write-in ballots
- 1% manual tally of the precinct ballots and Vote-by-Mail ballots at Pier 48
- 100% manual remake of the precinct Edge II votes into paper ballot based on the Voter Verifiable Paper Audit Trail (VVPAT) printout and tabulated on the 400-C
- Updated results releases at City Hall

The Department will conduct several "Open Houses" to provide the public and the media with the opportunity to observe election preparations and will issue the "Observe Guide" providing general information about observation activities.

The Department will also prepare and issue the "Guidelines for Media and Poll Monitors on Election Day" describing general rules for observing voting activity.

## **V. Voter Outreach and Education**

The Department is responsible for educating San Francisco residents year-round about voting and elections in compliance with various municipal, state, and federal laws and mandates. For each election, the Department devises a specific program plan to: inform voters about the scope of the election and types of contests; enable those who are eligible and interested to participate; and, ensure participants are aware of available voting options and assistance.

To prepare voters for the upcoming election, the Department defined three major goals:

1. Make voter registration available to all eligible San Franciscans, and offer re-registration to voters who wish to change their party preference to ensure they are able to participate in the presidential primary of the political party they currently prefer;
2. Provide full access to the voting process for all voters, including those afforded specific legal protections by the Voting Rights Act and other legislation, and
3. Explain the new "open" primary system.

The three major goals will be met using the following four general strategies:





- **Networking with community-based organizations:** The Department will seek to leverage community expertise and connections to expand and refine departmental efforts to reach voters efficiently and effectively.
- **Public events and scheduled presentations:** The Department will reach out to the City's neighborhoods through events such as street fairs and festivals, and will present to individual community groups and organizations. In both settings, outreach personnel will register voters, present nonpartisan information about the election, distribute materials, and answer individual questions.
- **Mass media campaign:** The Department will utilize all media technologies, including targeted mailers, the Voter Information Pamphlet provided to every voter, the Internet, television, newspapers, film and radio, to disseminate information on when, where, and how to participate in the upcoming election and information about the Open Primary Act.
- **Online, on-demand information and resources:** The Department will streamline, simplify, and expand available online tools to allow voters to access both their personal voting information and details of the upcoming election at their convenience and in their preferred language of English, Chinese, or Spanish.

#### **Strategy 1: Networking with community-based organizations**

To offer organizations the opportunity to share ideas on how to best reach out to the City's diverse communities to disseminate election-related information, to recommend effective venues for identifying and registering eligible electors, and to provide feedback on how to increase the overall public awareness of and participation in the elections, the Outreach division of the Department established meetings with the representatives of community-based organizations (CBOs). In January 2012, invitations were sent out to community-based partner organizations, inviting them to provide further feedback on the Department's outreach efforts for the November 2011 election, and to contribute suggestions for enriching those efforts for the June 5, 2012 election. A meeting was held with a group of CBOs at City Hall in February, and a variety of ideas were gathered for how to improve in-person, online, and mass media education efforts. Three additional meetings were scheduled at this time.

In creating and seeking partnerships, the Department continually bears in mind its responsibility to ensure equal access to the voting process for all voters, such as the Voting Rights Act, the Help America Vote Act (HAVA), and the Americans with Disabilities Act (ADA).

To strengthen community partnerships, the Department plans to meet with community leaders who have strong interests in voter outreach and education to the Chinese- and Spanish-speaking communities to seek collaboration in disseminating important election information, increasing voter registration, promoting voting awareness and gathering feedback to improve the process and methods on educating voters with limited-English proficiencies.

#### **Strategy 2: Public events and scheduled presentations**

Public events and locations will be chosen to maximize exposure to diverse communities. That is, the Outreach division personnel will prioritize attending events in communities where there are fewer CBO partners and scheduled presentations. The Outreach division will consider the 2010 U.S. Census Citizen Voting Age Population (CVAP) data when planning street fairs,





community events and other outreach activities targeting areas with the Asian and Latino populations.

The Outreach division will contact organizers of publicized events to offer the Department's assistance with providing registration materials and accurate, nonpartisan information on the upcoming election. In addition to attending community-based organization events, the Department will create registration opportunities where staffed tables will be provided so residents may register to vote, update current registration, and sign up to vote by mail. Locations will include public libraries and Muni and BART stations across the city. Additionally outreach at farmer's markets is being expanded in an attempt to reach new and diverse communities of potential voters who do not seek out events dedicated to voting or election information but who can be engaged when their daily activities spontaneously intersect with an outreach opportunity. As the registration deadline approaches, the volume of voter registration opportunities offered by the Department will increase, culminating in a one week "last chance" promotion to the public.

#### *Scheduled presentations*

The Outreach division sent invitation letters to approximately 500 organizations that had been contacted or to which services and materials had been provided in previous election cycles that are listed in the outreach database. Division personnel also undertook a search of a variety of websites and directories to identify potential new partners. For the June 2012 election cycle, approximately 50 new organizations have been added to the outreach contact list, largely through referrals from existing community-based partners. To further expand the Department's network, about two dozen City and County departments and agencies whose mission or client population overlaps with the Department's goals or target populations have been identified.

Invitation letters were sent in March to ascertain if these City agencies are interested in having outreach staff attend their community events to provide presentations on general voter education, distribute materials, and answer any questions their constituents may have. In addition, the division has requested to place articles with important election information in their organizations' newsletters for April and May.

These organizations will also be invited to utilize Departmental services and resources on behalf of their clientele. Outreach coordinators will schedule presentations with organizations that have responded to the initial mailing and will follow up with nonresponsive organizations by email and phone as the election approaches.

Typically, outreach presentations last 20-30 minutes. Afterwards, coordinators register voters, distribute brochures, and answer individual questions. Presentations vary in content, which allows groups to request information aligned with the needs of their clientele, covering the following topics:

- Election overview: This presentation covers registering to vote; how to mark a ballot; the difference between "party-nominated" and "voter-nominated" offices in the new "open" primary system; content available in the Voter Information Pamphlet; options for where and when to vote; assistance available to voters with disabilities and voters who speak Chinese and Spanish; how to get involved in the election as a poll worker or polling place provider; and dates and deadlines for this election.



- **Open primary introduction:** This presentation covers the new “open” primary system in more detail, and includes the history of how it was passed; which offices are affected; sample ballots to familiarize voters with the new language and layout; how candidates advance from the primary to the general election; and additional resources available for understanding the primary system (i.e., information online at the Department and the California Secretary of State’s website, the election flyer and Voter Information Pamphlet, and the Voter Assistance Hotlines)
- **Conducting a voter registration drive:** This presentation can be given directly to the people who will conduct the drive, or as a train-the-trainers session for organizers who want to educate others. The presentation covers topics such as who can circulate registration forms; who can be registered; when to re-register; ex-offenders’ voting rights; a review of information required on the form from both the voter and circulator; common omissions and mistakes; where and when to return the form; and penalties for noncompliance with regulations.
- **Voting Machine demonstrations:** The division personnel bring an Insight optical scanner— voting machine that reads paper ballots—and/or an Edge II accessible voting machine with touchscreen and audio modes. Using a demonstration ballot, outreach coordinators show how to navigate and vote a ballot, and allow voters to cast practice ballots on the voting equipment so they can feel confident interacting with the technology when voting their official ballot.

### **Strategy 3: Mass Media Campaign**

The Department will be employing various mass media outlets to raise awareness of the election and requirements to participate, and provide information about the Top Two Candidates Open Primary Act. Voters will be directed to the website or assistance hotlines for further assistance. The Department will make its voter education materials available in Chinese and Spanish, and will produce large-print and Braille versions of some materials to be distributed to organizations that serve voters with sight impairments.

#### **Press**

*Public Service Announcement (PSA)* – A 30-second PSA will be available to stations in English, Chinese, and Spanish.

*Media Interviews* – Interviews will be conducted in English, Chinese, Spanish, and Russian by the outreach coordinators.

#### **Print**

To bridge from the general information provided through mass media to the in-depth material a voter may need, the Department will stamp written media with a QR (Quick Response) code. When the QR code is scanned or photographed with an enabled cell phone, the voter is taken to the mobile version of the website’s Voting Tool Kit which lists the key information and tools necessary to participate in this election.

*Newspapers* – Print advertising will run in neighborhood newspapers during May. The Department will publish in three independent newspapers: El Mensajero (Spanish), Sing Tao





Daily (Chinese), and World Journal (Chinese), and contact the San Francisco Neighborhood Newspapers Association to publish ads in its newspapers.

*Muni Advertising* – The Department will run interior bus cards in English, Chinese, and Spanish on Muni vehicles during the month of May. Additionally, the advertising will be displayed at bus shelter locations and on the exterior of Muni buses. The signage will be placed on routes that include the targeted demographics and neighborhoods.

*Brochure and Poster Distribution* – The Department will produce the following materials to be distributed throughout San Francisco at outreach functions, by community-based organizations, and neighborhood vendors. Most materials will be available for download from the Department's website.

- Election flyer
- Election poster
- Guide to Voting brochure
- Quick Guide (Braille), Guide to Voting (Braille/Large-print)
- Multilingual voter services brochure
- Your Right To Vote poster
- Your Right To Vote: A Guide for Ex-Offenders brochure
- Access, Assistance, and Information for all voters brochure

*Voting Poster collaboration* – The Fashion Institute of Design and Merchandizing (FIDM) reached out to the Department to take an advisory role in an inspiring student project created by one of the teachers. The students designed voter registration posters and asked the Department to sit on the judging panel. FIDM will offer the selected posters to the Department for marketing awareness of this upcoming election. This would be accompanied by a press release and social media marketing from the Department as well as FIDM.

*Citywide Mailer* – The trilingual mailer (English, Chinese, and Spanish) that will be sent to every household in the City in the month of May will inform registered voters about the new rules for the state primary.

*Voter Information Pamphlet (VIP)* – The VIP will be mailed to all registered San Francisco voters one month prior to the election. The back cover will list the voter's assigned polling place location address as well as an application to vote by mail. The VIP will provide details on accessible voting tools and services, multilingual services, and the new open primary system.

*eLetters* – Voters who provided an email address when registering to vote will be sent eLetters highlighting key messages about the voter-nominated and party-nominated offices in the primary, voting by mail, important dates and deadlines, and services provided by the Department.

*"Your Vote is Your Voice" word magnet* – Department staff will continue to distribute these magnets at events to draw traffic to outreach table, and enhance voter awareness of available resources and assistance.

#### **Strategy 4: Online, on-demand information and resources**

*QR (Quick Response) codes* – As stated in the previous section, to bridge from the general



information provided through mass media to the in-depth material available online, the Department will include QR codes on many media pieces. When voters photograph or scan the QR code with their enabled cell phones, they are linked to the mobile Voting Tool Kit on the Department's website.

*Website* – The Department's website, *sfelections.org*, is a comprehensive resource for general voter education and information specific to each election. The Department built look-up tools that allow voters 24/7 access to personal information and resources including:

- Registration look-up tool: A voter may check his or her name, address, and political party, and vote-by-mail status are up-to-date.
- Vote-by-mail ballot look-up tool: A voter may check if his or her ballot has been mailed or received by the Department.
- Voter Information Pamphlet: A voter may download the version matching his or her precinct's ballot type, and download a Chinese or Spanish language supplemental Voter Information Pamphlet.
- Voter Information Pamphlet and Sample Ballot Opt Out tool: A voter may opt out of receiving a Voter Information Pamphlet and Sample Ballot by mail.
- Polling place look-up tool: A voter may check the address, building type (e.g., school, community center) and physical accessibility of his or her assigned "home" polling place.

*Voting Toolkit* – The Department's website has an umbrella tool which provides the most commonly accessed voter information as well as one location for all of the online look-up tools. This provides voters with easy access to the basic tools necessary to participate in the election: how to register; information about candidates, measures, and the new "open primary" system; and, options for voting early, by mail, or at the polling place.

*Partner Link to the Voting Toolkit*—The Department is developing a graphic and sample HTML code to offer to community-based organizations to upload to their sites during the election season to drive traffic to the Department's Voting Toolkit. The Department will also request some City agencies to add this icon to their websites for the month before the election.

*Facebook and Twitter* –The Department will post and tweet election updates to remind voters about available tools and upcoming deadlines for the election.

*Foursquare* – Foursquare is a location-based social networking site that allows smartphone users to "check in" at a location and in some cases earn a "badge" for completing an activity. The Department is exploring whether this could be useful in alerting voters to education and registration opportunities around the city, and as an incentive to increase youth voter turnout by providing a virtual "I voted" badge when users check in at their polling place on Election Day.

*YouTube videos* – For voters who prefer a self-paced, at-home presentation, or who wish to review what they heard at a public event, the Department will be posting video versions of the new open primary and general election information PowerPoint files to provide easy access.





## **VI. Customer Service Program for Those Who Seek Public Access to Election-Related Materials and Programs**

In addition to general services provided to customers visiting the Department, the Department operates public telephones Monday through Friday, during normal business hours. The Department has dedicated telephone lines available for staff to provide multilingual voter services in Chinese and Spanish, as well as the ability to provide telecommunication services to the deaf and hearing impaired. During an election, the Department will expand its phone assistance and will operate a seven member public phone bank to answer inquiries. The Department will hire and train bilingual temporary staff to operate the public phone bank beginning three weeks prior to and through Election Day.

For public inquiries and requests in e-mail form, the Department will continue using its established SFVote e-mail system. Customers can write to [sfvote@sfgov.org](mailto:sfvote@sfgov.org) requesting information or assistance with registration, candidate filing, voter data files, and other subjects.

## **VII. Poll worker Recruitment and Training**

### **A. Poll worker Recruitment**

For the June 5, 2012 election, the Department will recruit approximately 2,600 poll workers. Each polling place will be staffed with four poll workers: one Inspector and three Clerks. In addition to 570 Inspectors and 1,750 Clerks that will be assigned to work at the precincts, the Department will recruit 250 stand-by poll workers to station at City Hall for dispatch to precincts as needed on Election Day.

For the upcoming election, the Department plans to select approximately 70% of adult poll workers from a pool of experienced clerks and inspectors and 30% from new applicants. The Department will open the Poll Worker Intake Room to conduct testing and process new applicants on April 10. New poll workers will be recruited through various sources such as Craigslist, community-based organizations, San Francisco State University and the University of San Francisco.

The Department plans to recruit approximately 800 high school students to work at the polls. The recruitment will occur at 28 public and private schools in San Francisco in April.

The Department will continue to provide services to limited English proficiency voters and plans to exceed the 3% standard imposed by the California Elections Code, Chapter 4, Article 1, Section 12303 (b)-(c) by placing at least one bilingual poll worker in every precinct where 10 or more registered voters have requested election materials in Chinese or Spanish.

The Department will further target precincts where language assistance may be required by placing Chinese- and Spanish-speaking poll workers in every precinct where 25 or more registered voters were born in Chinese- and Spanish-speaking countries. Additionally, the Department will assign at least 1 bilingual poll worker in every precinct where there are 100 or more registered voters with Chinese or Spanish surnames.

In summary, the Department will assign bilingual poll workers as follows:



- 453 Chinese-speaking poll workers to 343 precincts (79% of 570 precincts)
- 168 Spanish-speaking poll workers to 168 precincts (29% of 570 precincts)

The Department plans to recruit an additional 25 Chinese-speaking standby poll workers and an additional 20 Spanish-speaking standby poll workers to be dispatched to the precincts if needed on Election Day.

### **B. Poll worker Training**

Poll worker training is conducted each election as mandated by the California Elections Code and the Secretary of State's Training Task Force to prepare poll workers for service on Election Day. Poll workers serve from 6 a.m. to approximately 10 p.m. on Election Day.

For the June 5, 2012 election, approximately 2,600 poll workers will be trained in over 100 training classes conducted at several locations near City Hall in the month preceding the election. Additional specialized classes will be held for approximately 100 field support personnel and 250 memory devices and ballot collectors.

#### *Schedule and types of training*

Training for Clerks will begin on Saturday, April 28 and training for Inspectors will begin on Tuesday, May 29. In addition to recruiting and training experienced poll workers, the Department will recruit and train approximately 400 new Clerks and Inspectors and approximately 1,000 high school student poll workers.

In order to facilitate understanding of the new top two primary rules and related ballot issuing procedures, class duration will be increased by thirty minutes. In addition to these topics, training will continue to cover the following:

- Proper operation of the voting system;
- Rights of voters, including language access rights for linguistic minorities, voters with disabilities, and other protected classes as defined in the federal Voting Rights Act;
- Cultural competency, including adequate knowledge of diverse cultures and languages that may be encountered by poll workers during the course of election day;
- Knowledge of how to offer and provide assistance to voters with disabilities;
- Procedures for vote-by-mail and provisional voting; and
- Procedures for documenting and transferring custody of all election materials at the end of Election Day.

#### *Training Methods*

Poll workers will receive an updated Poll worker Training Manual and multilingual glossary of election terms in class. The training manual and training presentation will be available online prior to the start of classes for those wishing to review the material before attending the class.

Classes will include a PowerPoint presentation explaining the procedures for opening, processing the voters, and closing. Procedures for processing different types of voters will be reinforced





using short videos filmed specifically for this election. The curriculum will include a hands-on section that will allow poll workers to independently count sample unused ballots and other election materials, and count signatures in the Roster. Poll workers will also be given the opportunity to practice opening and closing procedures in groups. The Department will continue to offer a supplemental bilingual training class in Cantonese, Mandarin, Spanish, and Russian. The one-hour long bilingual classes in each language will cover specific translation terms and information on how to provide bilingual assistance to voters. To refresh poll workers' knowledge of the voting equipment, the Department will be offering Voting Machine Practice Labs where poll workers will have the opportunity to complete voting equipment-related procedures on their Job Cards and Inspector workbook independently, as they would on Election Day.

#### *Post-Election Day survey*

The Department will gather post-election feedback from all poll workers via an optional online survey hosted by SurveyMonkey. Results will be automatically consolidated into sortable spreadsheets, and the Department will be able to review poll worker responses quickly and efficiently and incorporate the feedback in the future curriculum.

### **VIII. Voting Equipment**

The Department of Elections is required by law to conduct Logic and Accuracy (L&A) testing of all vote-tabulating equipment prior to each election. L&A testing is used to verify that the specific ballot information for each precinct is correct and to check the performance of the vote tabulating equipment. L&A testing ensures that all votes are recorded properly and tabulated accurately.

A Logic and Accuracy Testing Board oversees the testing, approves the test plan and certifies the results of the test. The L&A Board, which is composed of registered voters from different fields of work, is responsible for reviewing and approving the Test Plan, and later, for reviewing and approving the overall result of the test. The L&A Board must approve and certify the testing no later than seven (7) days before the election (California Elections Code Section 15000). After Department of Election staff have completed testing all the machines, the results are presented to the L&A Board. For the June 5, 2012 election, the L&A Board must be approved and certified the test result by May 29.

L&A testing consists of running a set of marked test ballots (using applicable ballot types) through each voting machine and comparing the vote count with predetermined results to verify the accuracy of the formulated software for a specific election.

Testing for the 400-C machines located in the Department's computer room in City Hall and used primarily to tabulate Vote-By-Mail ballots will occur on May 8-9; testing for the Insights, which are the optical scan tabulators used in each polling place, will occur on April 30 – May 4; and testing for the Edge II touch screen machines also placed in each polling place, will occur on May 10 – 18, and the testing for the Edge II machines used for early voting will take place on May 3.

Note: The Department will post a public notice of the scheduled dates for testing at least three days before testing begins.





### **A. Testing of Voting Equipment Used in Polling Places**

The “Insight” and the Edge II voting machines are stored in the Department’s warehouse at Pier 48, Shed B, which is located near AT&T baseball stadium in San Francisco. The warehouse has been renovated to be a secure facility. As a security precaution, all workers and visitors are required to wear an identification badge. During non-working hours, the warehouse is secured by card-keyed locks, video surveillance cameras, motion detectors, and alarms continuously monitored by a security service.

Once test ballots arrive at the warehouse from the printer, ballot test decks are sorted and prepared to begin L&A testing of San Francisco’s precinct voting system. At least 570 Insight machines and 570 Edge II machines as well as associated printers, card activators and audio devices that are specific to each of the 570 polling places will be tested for use on Election Day. Additional voting equipment will also be tested to serve as back up or replacement units.

For the Insight machine testing, the memory packs and test decks are sorted first and distributed to each machine to be tested. The testing begins with the specific set of test deck being read into each Insight. Once all the required test ballots have been processed, a tabulation result report is printed from each machine; the report is proofed (compared to a pre-determined results report) for accuracy by Department staff. After this verification, the information contained in the memory pack is uploaded into the voting system’s database for printing test results.

Another precinct report is printed from these uploaded results. The report is proofed for integrity and accuracy by another departmental review team. After verification of the report, the memory packs are returned to the Insight testing personnel, placed in the Insight machine, and reset to zero values.

Once an Insight has been successfully tested, a serialized seal is attached to the memory pack cover to ensure that no untimely or unauthorized removal of the pack will occur. The Insight is then securely stored by precinct number in preparation for delivery to the precincts; it is now ready for use on Election Day.

The Edge testing involves the running of a vote simulation that automatically casts pre-determined votes over a set number of ballots. After the simulation is completed, the VVPAT is printed for each machine and then each VVPAT is reviewed to confirm that the results match the pre-determined test results report for the Edge. The testing will also involve doing manual voting by using the touch-screen interface to input test votes to determine whether the machines are properly registering votes.

During this manual interface, other functionalities such as audio and connectivity for assistive devices are tested to ensure that they are working correctly. Language translations will be reviewed and finalized outside of L&A by another group before the testing. This is done for each ballot type, which, for the June 5, 2012 election, there are 20 ballot types to be tested.



## **B. Vote-By-Mail Ballot Equipment**

For this election, there are 29 mail-in only precincts. Ballots for these precincts, as well as all Vote-By-Mail ballots, will be tabulated using the 400-C Central Count machine. The testing of the 400-Cs is scheduled to occur on May 8-9. There are 4 units of these machines and they are located in the Department's computer room in City Hall. The testing of the 400-C machine is conducted similar to the "Insight" testing. Test ballots for a set of precincts that covers all 20 ballot types will be used for the test.

After testing of all the vote tabulating machines is completed, the results are presented to the Logic and Accuracy (L&A) Testing Board for approval and certification. The L&A Board must certify and approve testing results no later than seven (7) days before an election.

## **IX. Polling Places**

### **A. Delivery of Voting Equipment and Election Materials to Polling Places**

Prior to Election Day, the Insight, Edge II, red boxes and additional supplies are delivered to the 570 polling places throughout San Francisco. After scanning the bar codes on each of these items that indicate the precinct numbers to which the equipment is assigned, warehouse staff pull the Insights and place them on rolling racks, organized according to predetermined delivery routes. The Insights are then double-checked by Department staff prior to being loaded on the proper delivery trucks. Department staff and delivery vendor staff together double check the Insights, using a route sheet, as they load the trucks. The Edge II is left in a "banker's bag" that is sealed with a serialized lock, which is verified by the Inspector on Election Day. Department and delivery staff cross check the Insight and Edge II precinct number and the address of the facility against the route sheet. After confirming the information is correct, they initial each other's route sheets for accountability.

### **B. Retrieval of Voting Equipment and Election Materials from Polling Places**

The day after the Election, the Department in conjunction with Dominion Voting Systems and a moving company, begins retrieving the voting equipment, including the Edges, Insights, and red supply boxes and will continue to do so through the following Sunday. Staff searches each polling place for any election-related materials that may have been overlooked on Election Night. If any materials are found, they are placed in the red supply box.

Upon arrival at Pier 48, the red boxes and Edges are scanned in and stacked in a secure area of the warehouse; grey bins with corresponding Insights are also scanned in and lined up numerically in rows. In addition to the barcode scan, a manual tally is kept to account for each Insight.

The contents of each red box are searched for any ballots and rosters that may have been placed there. Department staff record on a spreadsheet the number of ballots, the precinct number of the red box they were found in, and whether or not they have been voted. Ballot stubs and registration cards are also collected.

Concurrently, each Insight auxiliary bin and bins #1 and #2 are unlocked and thoroughly searched. If and when ballots are found, the precinct number, the bin they were found in, the amount and whether or not they were voted, is recorded on the same spreadsheet.





When all of the bins and red supply boxes have been searched, the ballots, stubs and registration cards that were found, are then placed in a red transfer box and the lid is sealed. The Department staff sign and place a seal on the lid of the boxes to ensure the containers are sealed. A copy of the spreadsheet is taped to the top of the box.

Two members of the Department staff then bring the box to the canvass supervisor, and they all sign the chain of custody form.

## **X. Ballots**

### **A. Vote-By-Mail Ballots**

- Sealed Vote-By-Mail ballots are sent from the printer to the USPS main office on Evans Street in San Francisco for mailing which can begin on May 7, 2012.
- Subsequent requests for Vote-By-Mail ballot will be mailed as the Department receives applications.

### **B. Vote-By-Mail Generic Ballots**

- Unvoted Vote-By-Mail generic ballots used at the Department's early voting counter in City Hall will be secured in City Hall Room 59.

### **C. Returned Vote-By-Mail Ballots**

- The Department will securely store all voted Vote-By-Mail ballots in the Department's office at City Hall Room 48.

### **D. Precinct Ballots and Precinct Generic Ballots**

Unvoted precinct and precinct generic ballots will be delivered to the Department's warehouse on Pier 48 where Department staff will perform an inventory audit of the ballots received and will conduct a quality control check for correct print of precinct numbers, ballot types, ink, etc. On May 26 and 27, the Department staff will transport the ballots, packaged specifically for each precinct, to Brooks Hall for distribution to polling place Inspectors from the City Hall Cafeteria and City Hall Room 34.

Supply Bags with precinct ballots will be distributed to the polling place Inspectors upon their completion of training classes beginning Tuesday, May 29 through Saturday, June 2. If Inspectors cannot pick up their ballots after training class, the Department may deliver the cards to their residences.

## **XI. Election Night: Transporting and Securing Precinct Ballots after the Polls Close**

The Sheriff's Deputies will retrieve the voted and unvoted ballots from the polling sites and transport them to the Department's Processing Center at Pier 48. At the Processing Center the voted and unvoted ballots will be separated and accounted for and the Department will begin readying the voted Vote-By-Mail and Provisional ballots for transport to City Hall for tallying.



At the close of voting, voted ballots must be removed from the Insight optical scan tabulator and the Red Box and readied for transport to the Department's warehouse at Pier 48. Poll workers are to reconcile the number of remaining unused ballots with the number delivered to the precinct and the number used on the Posted Ballot Statement (PBS). A copy of the PBS must be posted outside each polling place along with the Insight results tape. Poll workers must take down the voting booths and ready the equipment and supplies for later pick up.

The poll workers will remove the memory devices from the Insight and the Edge II touch screen and ready them for retrieval by Parking Control officers from the Department of Parking and Traffic and then transported to City Hall. The ballots and Voter Verified Paper Audit Trail (VVPAT) memory devices will be taken to the Department's Processing Center at Pier 48 by Deputy Sheriffs.

Sheriff's Deputies will also obtain the Provisional and Vote-By-Mail ballots that have been dropped off at a polling place and transport these items to the Department's Processing Center at Pier 48. Sheriff's deputies will escort the transport of these ballots to the Department's office in City Hall the day after the election. Department staff are to process all Provisional and Vote-By-Mail ballots to determine whether they can be accepted or must be challenged. Challenged ballots are neither opened nor counted whereas accepted ballots are opened, extracted and prepared for tabulation. State election law (California Elections Code Section 10262) allows 28 days following an election for the election official to conduct the official canvass and certify the election results.

## **XII. Vote Counting**

### **A. Counting Vote-By-Mail and Early-Voting Ballots**

Each Vote-By-Mail ballot packet the Department mails to voters includes a postage-paid return envelope. The return envelope includes a designated space for voters to sign and printed on each envelope is a label with the voter's name and address. Upon receipt, the Department compares the signature on the return envelope to the image file scanned from signature affixed to the voter's registration card which the Department keeps on file (California Elections Code Section 3019). After the signature comparison, the voter's voting history is updated. Properly submitted ballots are then sorted by precinct.

Bins of sorted Vote-By-Mail ballots are then opened by a worker who slides the envelope through a slicing machine, and extracts the ballot. Throughout this period, the side of the envelope with the voter's identifying information is kept facing downward so as to protect the voter's privacy. Extracted ballots are then delivered to the Central Count location in City Hall.

The polling place roster will indicate whether the Department issued to a voter a Vote-By-Mail ballot approximately ten (10) days or more prior to the election. If the voter has requested a Vote-By-Mail ballot, this too will be noted in the roster and the voter will have to surrender the Vote-By-Mail ballot before being issued a precinct ballot or the voter will have to cast a Provisional ballot. The Department also provides to each polling place a supplemental list of voters who requested Vote-By-Mail ballots and which is printed the day before Election Day. The poll workers use this supplemental list to update the rosters with the most recent information possible.





- The Department of Elections begins processing Vote-By-Mail ballots after the mailing of Permanent Vote-By-Mail ballots on May 7 by reviewing the signatures on the envelopes upon their arrival. The Department can begin opening the envelopes seven business days before the election – May 25.
- For this election, Vote-By-Mail ballots are to be processed at the Central Count location in the Department's computer room in City Hall using the 400-C optical scanning machines. After the ballots are verified, the Ballot Distribution division receives the accepted ballots. The ballot envelopes are then sorted by precinct number, opened, and extracted in Room 59 in City Hall. Once the ballots are removed, they are prepared for counting in the Department's Computer Room; header cards are placed between each precinct and log sheets are completed for each box of voted ballots. When ballots are moved from Room 59 to the Computer Room, a transport log is used to ensure the chain of custody. During ballot counting, any ballot that cannot be processed by the 400-C machine is set aside for manual review and "remake" if required. The 400-C machines also separate write-in ballots which will require manual review and tally.
- During the canvass process, ballots from the Insight auxiliary bin are also reviewed. Once the Department determines during the canvass, the process of reconciliation and review of all election materials sent to the polling places, that the auxiliary bin ballots have not been counted by the Insight on Election Day at the polls, the ballots are transported to the Central Count location in City Hall. They are then processed through the 400-C machines, similar to the way Vote-By-Mail and Provisional ballots are counted.
- At the polling places, Vote-By-Mail voters will place their voted ballots into the Red ballot box. After delivery to City Hall by Sheriff's Deputies, the ballots will be reviewed and then sorted by precinct number before being tabulated using the 400-C machine. A transport log is to be completed when ballots are moved from one location to another as well as from the processing room to another location to ensure the chain of custody. During the ballot count, any ballot that cannot be processed by the 400-C is set aside for remake, similar to the way Vote-By-Mail and Provisional ballots are processed for remake.

## **B. Counting Precinct Ballots**

Precinct ballots are scanned at the polling places after voters place their voted ballot cards into the Insight machines. The vote is tallied and stored in the memory pack in each Insight. Also, the votes cast on the Edge II touch screen are stored on a memory device. The memory packs from the Insight and the memory cartridges from the Edge II will be retrieved by Parking and Control Officers from the Department of Parking and Traffic and transported to City Hall. The memory pack information from the Insights will be uploaded into the tabulation database; however, the information from the Edge memory device will not be uploaded and used as official tallies. The paper ballots and VVPATs will be transported to Pier 48 by Deputy Sheriffs and the



votes recorded on the VVPATs will be remade onto paper ballot cards at Pier 48. These paper ballots will be counted using the 400-C machines at City Hall.

### **C. Counting Provisional Ballots**

San Francisco will use 20 ballot types for this election. Provisional envelopes contain the ballots of voters whose names did not appear on the roster or who voted at the wrong precinct.

Provisional ballots require individual review by a Department employee who compares the signature on the envelope to the voter's signature on the affidavit of registration on file. This process is performed by using the registration database to identify the voter and determine whether the voter is registered and which ballot type the voter should have voted according to the voter's current residential address. The database is programmed to compare whether the ballot type issued to the voter is the ballot type the voter is entitled to vote, in which case all of selections for the candidates and measures will be counted for the entire ballot. The "Help America Vote Act" (HAVA) and California Election Code Section 14310 (3)(b) states, "If the ballot cast by the voter contains candidates or measures on which the voter would not have been entitled to vote in his or her assigned precinct, the elections official shall count only the votes for the candidates and measures on which the voter was entitled to vote in his or her assigned precinct." Provisional ballots are challenged and will not be counted for the following reasons:

- Identity of the voter cannot be determined;
- Envelope is not signed;
- Envelope is not sealed;
- No residential address provided;
- Signature does not compare or match to the voter registration on file;
- Voter requests a party ballot for a party that does not match his or her registration;
- No ballot is enclosed; and/or
- The signature is printed.

Provisional voting on the Edge II will involve issuing the voter with a voter card that is activated for Provisional voting only. The card activator will indicate a reference number on its display which will be noted by the poll workers on the Provisional envelope. This number will be used to reference that ballot during tabulation once it is accepted to be included in the election's tallied results.

### **D. Counting Ballots with Write-in Votes**

See Attachment, Appendix 1, for the Department's procedures for reviewing all ballot cards with write-in votes and tallying votes for qualified write-in candidates.

## **XIII. Remaking Ballots**

Under certain circumstances, when a ballot is lawfully cast but unreadable by the vote counting equipment, the Department of Elections must "remake" the ballot so it can be read and processed by the equipment. For example, ballots that are torn, bent, folded, dirty, damp or damaged must be remade California Elections Code Section 15210. The remade ballot must reflect the voter's intent insofar as the voter's intent can be determined from the defective ballot. The unreadable ballot is called the "original." The duplicate ballot is called the "remake."





This process will take place in the Department's conference room in City Hall beginning May 25 and may continue until the election is certified. Votes recorded on the VVPAT from Edge II touch screens are remade onto paper ballot cards at Pier 48 beginning Thursday, June 7. The remake process, like all aspects of ballot processing, is open to the public.

#### **A. What ballots require a remake?**

All Vote-By-Mail (VBM), and Provisional (PV) ballots (together with any precinct ballot cards that were not processed on an Insight machine at the polling place and the Edge remade ballots) are processed using the 400-C machine. For any ballots that the Central Count 400-C machine outstacks (meaning not processed) for some reasons (like overvoted, undervoted, and not readable), the ballots must be reviewed by a Remake Team to determine whether a remake is necessary.

However, before the VBM and PV ballots are processed on the 400-C machines, these ballots are initially screened (visually) for obvious defects that may prevent the 400-C machines to read them accurately. Ballots falling in this category are collected even before they are read on the 400-C machines and are set aside for remake. Some of the common examples of these defects are as follows:

- The ballot card is torn.
- The ballot card is ripped.
- The ballot card is bent, folded, creased or wrinkled.
- The ballot card is damp, dirty or sticky.
- The ballot card precinct number does not match the precinct number in the envelope.

Ballots that pass this initial screening are then processed on the 400-C machines. The machines have parameter settings that once set instruct the machines to outstack unreadable ballots, overvoted ballots, fully undervoted ballots, and ballots with write-ins. This instruction on the machine is to give Department staff another chance to manually review each ballot and verify if they are truly overvoted, truly undervoted, and to check for any conditions that would require a ballot to be remade.

Each Remake Team consists of four members – two Screeners, and two Markers. The task of reviewing these ballots falls on the shoulder of the Screeners whose primary tasks is to determine which ballots requires a remake and how the remake should be done. In addition they also separate ballot cards into 3 categories. Working together, the two Screeners review every contest on each ballot to determine whether a remake is necessary as they separate them into three bins:

- a. Ballots requiring a remake
- b. True Overvoted Ballots
- c. True Undervoted Ballots

#### Note: Remake Team training.

All members of the Remake teams are given formal training on the different conditions that would require a ballot to be remade. During this training they are also taught on how to correctly interpret voter's intent and properly mark the duplicate ballot according to the provision of the Election Codes and guidelines issued by the California the Secretary of State's office.





The training relies not only on having printed reference material but mostly on visual examples using PowerPoint presentation. There is also a test given to each member to gauge how much they learned and also to determine if there is a need to review any particular portion of the training. The Department believes that all members must be very well versed on the various conditions so that the interpretation of vote marks is correct and consistent for all members.

#### **B. Determining which outstacked ballot card requires a remake**

For ballots to require a remake, the two Screeners must look at every card and contest and must both agree that the conditions for a remake as provided in the guidelines are met. Some common scenarios for a remake are given below. A more complete list of conditions can be found in the SOS Uniform Vote Counting Standards.

A ballot card must be remade if:

- The voter used a pencil or pen that cannot be detected by the vote counting equipment (which would be outstacked as an undervoted card); and/or
- The voter failed to mark the ballot by connecting the head and tail of the arrow (as directed in the voting instructions) but instead used an incorrect mark, and used the same incorrect mark consistently for every contest.

Examples of incorrect marks are:

- The voter circled the candidate's name;
- The voter circled part or all of the arrow;
- The voter underlined part or all of the arrow;
- The voter made an "X" through the arrow;
- The voter used the space provided for write-in candidates for each contest to write in the name of a candidate whose name is actually printed on the ballot;
- The voter marked the ballot by connecting the head and tail of the arrow next to the name of a single candidate, and in addition used the space provided for write-in candidates for the contest to write in the name of the same candidate; and/or
- The voter marked the ballot by connecting the head and tail of the arrow next to the name of a single candidate, and connected the arrow next to the name of another candidate for the same office but then crossed out that mark.

Examples of Incorrectly-Marked Ballots that do not require a remake:

The following are examples of incorrectly marked ballots that are not remade (California Elections Code Sections 15342 and 15208). These are votes that are not cast according to state law and for that reason the votes are invalid and may not be counted.

- The voter marked the ballot with a sticker or stamp to indicate the name of a write-in candidate;
- The voter wrote in the name of a qualified write-in candidate but failed to connect the head and tail or the arrow pointing to the space for write-in candidates.

Recent changes to state law, removed the requirement that a ballot with identifiable marks or information be voided. Further, it requires election officials to separate the ballots with identifiable marks and duplicate them onto the new ballots.



If the Screeners have any questions about whether a ballot must be remade, they should address their questions to the Department Manager supervising the remake process (the "Manager"). If a question cannot be resolved by reviewing this guide, the question must be resolved by the Manager in consultation with the Director of Elections.

### **C. Determining the Valid and Invalid Marks for remaking**

The remade ballot must reflect the voter's intent. The two Screeners, again working together, must determine the voter's intent from the original ballot. If the Screeners have any questions about the determination of voter intent, they should address their questions to the Manager supervising the remake process. The question must be resolved by the Manager in consultation with the Director of Elections.

Once the Screeners determine that a remake is necessary and that the voter's intent is clear, they proceed to stamping the vote marks on the original ballot. A stamp of "Duplicate" on a vote mark means that the vote mark should be copied to the duplicate ballot. A stamp of "Void" on a vote mark means that the vote mark should not be copied on the duplicate ballot. Both Screeners must agree on the interpretation otherwise they would need to refer their interpretations to the Manager (as stated previously). These stamp marks would be the basis for the Markers when remaking the ballot.

All remake ballots will be placed in boxes and batched accordingly. Staffs are assigned to log and monitor these boxes. These boxes are later transferred to the remake room. The lead staff will assign a box to 2 Markers who will then give it back to the Lead staff once they are done remaking the ballots for that box. Each team of 2 Markers will work on one box of ballots at a time.

### **D. Marking the Duplicate Ballot**

The Markers upon receiving a box of ballots to be remade, must get the corresponding blank duplicate ballot cards first. Either they get these themselves from the carefully arranged ballot shelves or another group will provide it for them. Working together, the two Markers must duplicate the votes cast on the original ballot on the remake ballot. The remake must reflect the intent of the voter, as determined by the Screeners (stamp marks). The Markers use ballot pens (same ones issued at the polling place) provided by the voting system vendor to ensure that the marks can be read by the vote count equipment. They are not allowed to make any marks on the original ballot or any extra marks on the duplicate ballot other than those determined by the Screeners and the reference code described below.

Before the Markers start duplicating the ballots, they are instructed to mark the bottom part of original ballot and its corresponding duplicate ballot with the same reference code. All duplicate ballots are clearly stamped "Duplicate". The Markers must code both the original ballot and the duplicate with the following information:

- "V" to indicate that the original was a Vote-By-Mail ballot;
- "PV" to indicate that the original was a Provisional ballot;
- "E" to indicate that the original vote was an Edge ballot;
- "PCT" to indicate that the original was a polling place ballot;
- Precinct number;





- Initials of the person marking the remake;
- Date the remake was made; and
- Number of the remake ballot in sequence number.

For example: For a Vote-By-Mail ballot, precinct number 3254, remake by MM on 11/20/10, where the remake was the first remake in a sequence starting with the number 001 (and continuing with 002, 003, etc...), both the original and remake would include the following coding:

AV 3254   MM 11/20/10   001
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Going through each ballot card, the Marker must look for the stamps “Duplicate” and “Void”. He verifies if the interpretation is correct then proceeds to copy all the vote marks stamped “Duplicate” and disregard the vote marks stamped “Void”. Most of the “Void” stamps would be for stray marks, dirt, smudges, bleed through, and even holes that happens to be in between the arrows (thus, registering vote mark as the machine scans it). The other Marker then verifies the first Marker duplication and checks for any errors.

As the Markers make the duplicate, they will place the original ballots and the duplicate ballots in two separate piles. They are instructed to keep all the original ballots in one pile and not mix them up with the duplicate ballots. The original and duplicate ballots are then transferred to the Lead staff custody.

#### **E. Random checking**

The Lead Staff will randomly select finished boxes (of remade ballots) and together with its corresponding original ballots give it to another team of two staff (could be Screeners or Markers). The team will conduct quality control check once more on every ballot in that box to verify the duplication is 100% accurate.

The Department will determine what percentage of the remade ballots will be subjected to this random checking. The percentage may change during the course of the remake period depending on the number of errors found. The more errors are found, the higher the percentages will be and vice versa.

#### **F. Processing the Duplicate Ballots**

All duplicate ballots will be transferred again to the Computer room in batches on a daily basis for processing on the 400-C machines. All the corresponding original ballots will be transferred to Room 59 for archiving (they will later be transferred to Pier 48 Warehouse for storage). The duplicate ballots will be sorted by precinct and then processed on the 400-C.

Staff will be monitoring the ballot card counts all throughout the remake process to keep track of how many cards were for remake, how many cards were remade, how many remade ballots were processed, how many cards left to be remade, and how many remade cards left to be processed.

#### **G. When is the Remake Process Completed?**



The remake process continues until all ballots have been examined and, if necessary, remade. The remakes are then counted and tabulated by precinct by the 400-C equipment. All ballots must be processed, counted and tabulated within 28 days of the election.

#### **XIV. Ballot Processing Schedule**

**A. Vote-by Mail Ballots:** On Election night, the Department plans to have processed the vote-by-mail ballots that it receives prior to Election Day and reported that evening. By the Friday after Election Day, the Department plans to have tabulated the vote-by-mail ballots received on Election Day in the mail and those ballots that voters dropped off at polling places.

**B. Touch Screen Ballots:** The Department will review the votes cast on the touch screen equipment starting on Thursday, June 7, at the Department's warehouse on Pier 48. At this time the Department will begin to transfer the votes recorded on the Voter Verified Paper Audit Trails attached to each touch screen unit onto paper ballots which will be then tabulated in the Department's computer room in City Hall.

**C. Provisional Ballots:** The Department plans to complete the review and tabulation of accepted, or, valid, provisional ballots by Friday, June 15.

#### **XV. Reporting Election Results**

##### **A. Reporting Results on Election Night after the Close of Polls**

After the polls close, the Department will first release results at approximately 8:45 p.m. which will represent the tallied results from the Vote-By-Mail ballots received before Election Day. The Department will tabulate and release results from votes cast at the polling places as they become available until 100% of precincts have reported. The results will be displayed on a large-screen television in the North Light Court in City Hall, SFGTV Channel 26, and on the Department's website: [www.sfelections.org](http://www.sfelections.org).

##### **B. Updates: Reporting of Results after Election Day**

The Department will report results on a near-daily basis around 4 p.m. for up to three weeks following Election Day. The subsequent releases will include results from votes cast at the polling places, remaining Vote-By-Mail ballots, and Provisional ballots. The Department will release final election results no later than 28 days after the election.





## **XVI. Canvass of Election Materials: Final Report and Certification of Election Results**

California election law requires an official canvass, which is an internal audit of the election to ensure the accuracy and validity of the results. This entails numerous manual processes that verify the accuracy of the computer count, including a hand tally of ballots cast in 1% of the polling places and 1% of the Vote-by-Mail ballots cast. State election law allows 28 days following the election for the Department to conduct the canvass and certify the results. The canvass is open to the public. California Elections Code section 15301 requires the official canvass to begin no later than the Thursday following Election Day.

Official canvass tasks include, but are not limited to the following:

- Inspection of all materials and supplies returned from polling places;
- A reconciliation of the number of signatures on the roster with the number of ballots recorded on the ballot statement;
- In the event of a discrepancy in the reconciliation, the number of ballots received from each polling place shall be reconciled with the number of ballots cast, as indicated on the ballot statement;
- A reconciliation of the number of ballots counted, spoiled, canceled, or invalidated due to identifying marks, overvotes, or as otherwise provided by statute, with the number of votes recorded, including Vote-By-Mail and Provisional ballots, by the vote-counting system;
- Processing and counting any valid Vote-By-Mail and Provisional ballots not included in the semifinal official canvass;
- Counting any valid write-in votes;
- Remaking any damaged ballots, if necessary; and
- Reporting final results to the governing board and the Secretary of State, as required.



## **PROCEDURES FOR PROCESSING WRITE-IN VOTES**

In the State of California, each voter is entitled to write the name of any candidate for any public office on the ballot of any election. The State has established guidelines for the processing of write-in votes. California Elections Code section 15342 states that:

Any name written upon a ballot for a qualified write-in candidate, including a reasonable facsimile of the spelling of a name, shall be counted for the office, if it is written in the blank space provided and voted as specified below:

(a) For voting systems in which write-in spaces appear directly below the list of candidates for that office and provide a voting space, no write-in vote shall be counted unless the voting space next to the write-in space is marked or slotted as directed in the voting instructions.

(b) For voting systems in which write-in spaces appear separately from the list of candidates for that office and do not provide a voting space, the name of the write-in candidate, if otherwise qualified, shall be counted if it is written in the manner described in the voting instructions.

(c) The use of pressure-sensitive stickers, glued stamps, or any other device not provided for in the voting procedures for the voting systems approved by the Secretary of State to indicate the name of the write-in candidate are not valid, and a name indicated by these methods shall not be counted.

(d) Neither a vote cast for a candidate whose name appears on the ballot nor a vote cast for a write-in candidate shall be counted if the voter has indicated, by a combination of marking and writing, a choice of more names than there are candidates to be nominated or elected to the office.

(e) All valid write-in votes shall be tabulated and certified to the elections official on forms provided for this purpose, and the write-in votes shall be added to the results of the count of the ballots at the counting place and be included in the official returns for the precinct.

(f) In the event of a manual recount, this section shall be liberally construed to ensure that each ballot is counted if the intent of the voter can be determined, regardless of whether the voter has complied with the voting instructions.

The City and County of San Francisco Department of Elections follows these guidelines in the design of the procedures for processing voted ballots with write-in votes.



## **Section 1: Vote-by-Mail Ballots/ Provisional Ballots/ Auxiliary Bin Ballots**

### **Initial Sorting**

Vote-by-mail ballots are processed at City Hall in the Department of Elections' computer room using the 400-C Central Count System. Provisional ballots, once determined to be valid, are also processed using the 400-C. In addition, any ballot cards remaining in the Auxiliary Bin of an Insight voting machine after the close of polls are processed using the 400-C, after verification that the cards were not counted at the polling place.

Write-in votes may appear on two different types of ballots: those with ranked-choice voting contests and those with conventional non-ranked-choice voting contests. The 400-C routes each non-ranked-choice voting ballot card with at least one write-in vote to a write-in tray, separate from the other ballot cards.

All vote-by-mail, provisional and auxiliary bin ballot cards that have at least one write-in vote are collected and delivered to the write-in processing area in City Hall. Vote-by-mail ballot cards and ballot cards from mail-only precincts are kept together, while the provisional and auxiliary bin ballot cards are each kept separate.

## **PROCESSING BALLOT CARDS WITH WRITE-IN VOTES**

### **Reviewing Vote-by-Mail Ballots / Provisional Ballots / Auxiliary Bin Ballots**

#### **Teamwork**

All work on write-in votes is done in teams. For the sorting step, two staff members work together to check the write-in votes and must agree on a determination of the validity or invalidity of these votes. For the review step, a different pair will check the first pair's work.

For the unofficial tally of write-in votes, which is only performed for non-RCV ballots, a team of four works together to observe and record any valid write-in votes.

#### **An Important Note on Overvotes**

When a voter casts a ballot where the votes in a contest exceed the number of votes permitted, none of the votes in that contest can be counted. This is an overvote. At a polling place, the voting machine will return this ballot and print a message notifying the voter of the overvote, and the voter may choose to mark a new ballot.

However, a voter who has voted via a mailed ballot, voted provisionally, or voted using the Auxiliary Bin has not been given the opportunity to correct the overvote. For this reason, in the event of an overvote in which a candidate listed on the ballot is selected and the same candidate is also indicated as a write-in vote, this should be accepted as a valid write-in vote for that candidate, rather than treated as an overvote.





### Sorting Non-RCV Ballots:

To sort the ballot cards you will need:

- A box labeled "Valid"
- A box labeled "Invalid"
- The *List of Qualified Write-In Candidates*, if there are qualified write-in candidates in this election; or, the *Unofficial Tally Sheet for Write-ins*, which lists all the candidates that appear on the ballot and any qualified write-in candidates.

a. Beginning with the first precinct, review each ballot card, checking each contest with a write-in vote. **If there are any questions about the determination of voter intent, address them to the Department of Elections manager supervising the write-in review process.**

1. Is it an overvote?

- If the number of votes for different candidates exceeds the number of candidates to be elected for that office, an overvote exists and none of the votes for the office may be counted. Place these cards in the invalid box.

2. Is it a valid write-in vote?

- Compare write-in votes with the list of candidates for that contest on the write-in tally sheet. If the name written in is not on the list, the vote is invalid.
- If the name is on the list but the write-in is not made in the space(s) provided, the vote is invalid.
- If the arrow next to a write-in name is not connected or not marked in any way, the vote is invalid.
- If the write-in vote is for a qualified candidate for the office, place the card in the valid box.
- If, after each contest has been examined, all write-in votes on a card have been determined to be invalid, place the card in the invalid box.

NOTE 1: Some cards may have both valid and invalid write-in votes on the same card; these should be placed in the valid box.

NOTE 2: Cards that were found in Bag 1 but clearly have no write-in votes will be set aside for review by the Canvass Supervisor and possible inclusion in the tally of regular voted cards. These cards will be stored separately from the other ballot cards in a box labeled "No Write-ins", to facilitate reconciliation.

b. Continue processing all cards for precinct as described above, and then proceed with subsequent precincts. Keep stacks of ballot cards in order by precinct number.



### III. Reviewing Non-RCV Ballots

After the first check is complete, the teams will change stations for a second review and simultaneous stamping of the ballot cards.

- a. Beginning with the first precinct, review each card according to the same criteria used in the first sorting step above. **If there are any questions about the determination of voter intent, address them to the Department of Elections manager supervising the write-in review process.**
  1. Are all the write-ins on the card invalid?
    - If all of the write-in votes that appear on a card are invalid, stamp “INVALID” on the masthead of the ballot (the top part), in a place where the stamp is easily visible. Then return the card to the invalid box, keeping all cards in precinct order.
  2. Are all the write-ins on the card valid?
    - Stamp “QUALIFIED” **below** each valid write-in name and return the card to the valid box, keeping all cards in precinct order.
  3. Are there both valid and invalid write-ins on the card?
    - If there are both valid and invalid write-in votes on a card, stamp “INVALID” directly over the invalid write-in space, **but avoid the voting arrow**. Stamp “QUALIFIED” **below** each valid write-in name. Do not stamp “INVALID” on the top of the ballot card. Return the card to the valid box, keeping all cards in precinct order.

NOTE: Cards that were found in Bag 1 but clearly have no write-in votes will be set aside, in precinct order, for review by the Canvass manager and possible inclusion in the tally of regular voted cards. These cards will be stored separately from the other ballot cards, to facilitate reconciliation.

- a. Continue processing all ballot cards for as above. Keep stacks of ballot cards in order by precinct number.

### IV. Unofficial Tally of Write-In Votes (Applies to All Non-RCV Ballots with Write-Ins)

After sorting and stamping are complete, a team of four will record the valid write-in votes from non-RCV ballot cards:

- a. After all of the ballot cards with write-in votes have been reviewed and separated, begin a tally of votes for qualified write-in candidates. This tally will be recorded on the Unofficial



Tally Sheet for Write-Ins, with the appropriate box checked indicating the source of the ballots ("Vote-by-Mail Ballots," "Provisional Ballots," or "Auxiliary Bin Ballots.").

- b. The recording team will consist of four people: the Caller, the Observer, and two Recorders. In addition, the Monitor will oversee the workflow.
- c. The team will work one precinct at a time, one card at a time.
- d. First, the Caller will read aloud the precinct number, the card number (if applicable), the contest that contains a valid write-in vote, and the name in the write-in space.
- e. The Observer, who sits close enough to the caller to be able to read the ballot, will ensure that the Caller is correct. If there is any discrepancy, the Observer will call for a stop and correct the Caller.
- f. When the Caller reads the name on the card, each Recorder will look for the candidate's name on the Unofficial Tally Sheet for Write-Ins. This sheet lists only qualified write-in candidates (candidates whose names already appear on the ballot plus certified write-in candidates) for each contest. Each recorder will write the corresponding precinct number on the tally sheet, in the first available slot next to the candidate's name.
- g. This process will continue until each contest with a valid write-in vote has been recorded.
- h. Continue until all ballot cards with write-in votes have been processed.
- i. Each Recorder will then enter the total number of votes for each qualified write-in candidate for each contest and check them against the other recorder's numbers. There should now be two identical, simultaneously generated Unofficial Tally Sheets for Write-Ins, one from each Recorder.
- j. If the two Unofficial Tally Sheets do not match, the ballot cards will be reviewed until the cause for the discrepancy is determined and the discrepancy is resolved.

## **V. Official Count of Write-In Votes**

Once all of the ballot cards with write-in votes have been processed, the results recorded on the Unofficial Tally Sheets for Write-Ins will be reviewed by the MIS division and manually added to the vote totals, by precinct, for inclusion in the Official Election Results.

Upon the Director's certification of the final Canvass report and Official Results, the Canvass is complete and the results are presented to the Board of Supervisors as official, and in the case of federal or state elections, reported to the California Secretary of State.





## Section 2: Precinct Ballots (Ballots cast on Election Day at a regular polling place)

### Initial Sorting

Precinct ballots are processed in each polling place using an Insight optical scan voting machine. The Insight machines route each ballot card with at least one write-in vote to its internal Bin 1. Bin 1 is lined with a plastic bag, and after closing the poll, poll inspectors remove this bag with the ballot cards contained inside and seal it for transport to the Pier 48 warehouse. This is Bag 1.

During Canvass, Bag 1 is separated from each precinct's Rice Bag and placed in a designated area. The write-in staff is provided with a list of the number of cards with write-in votes processed by the Insight machine, listed by precinct. The staff checks the number of cards in Bag 1 against the number on the list, while simultaneously confirming that the cards have write-in votes.

Bags that pass this review are placed in a designated area for further processing. Bags with an incorrect number of cards are placed in a designated area for investigation.

**NOTE:** During the course of the Canvass, cards with write-in votes may be found from sources other than Bag 1's. These cards are to be combined with the Bag 1 write-in ballot cards and processed accordingly.

## PROCESSING OF BALLOT CARDS WITH WRITE-IN VOTES

### Teamwork

All work on write-in votes is done in teams. For the sorting step, two staff members work together to check the write-in votes and must agree on a determination of the validity or invalidity of these votes. For the review step, a different pair will check the first pair's work.

For the unofficial tally of write-in votes, which is only performed for non-RCV ballots, a team of four works together to observe and record any valid write-in votes.

### I. Sorting Non-RCV Ballots:

To sort the ballot cards you will need:

- A box labeled "Valid"
- A box labeled "Invalid"
- The *List of Qualified Write-In Candidates*, if there are qualified write-in candidates in this election; or, the *Unofficial Tally Sheet for Write-ins*, which lists all the candidates that appear on the ballot and any qualified write-in candidates.





- a. Beginning with the first precinct, review each ballot card, checking each contest with a write-in vote. **If there are any questions about the determination of voter intent, address them to the Department of Elections manager supervising the write-in review process.**

1. Is it an overvote?

- If the number of votes for different candidates exceeds the number of candidates to be elected for that office, an overvote exists and none of the votes for the office may be counted. Place these cards in the invalid box.

2. Is it a valid write-in vote?

- Compare write-in votes with the list of candidates for that contest on the write-in tally sheet. If the name written in is not on the list, the vote is invalid.
- If the name is on the list but the write-in is not made in the space(s) provided, the vote is invalid.
- If the arrow next to a write-in name is not connected or marked in any way, the vote is invalid.
- If the write-in vote is for a qualified candidate for the office, place the card in the box designated for valid write-in votes.
- If, after each contest has been examined, all write-in votes on a card have been determined to be invalid, place the card in the box designated for invalid write-in votes.

NOTE 1: Some cards may have both valid and invalid write-in votes on the same card; these should be placed with the cards with valid write-ins.

NOTE 2: Cards that were found in Bag 1 but clearly have no write-in votes will be set aside, in precinct order, for review by the Canvass Supervisor and possible inclusion in the tally of regular voted cards. These cards will be stored separately from the other ballot cards in a clearly labeled box, to facilitate reconciliation.

- b. Continue processing all cards for precinct as above, and then proceed with subsequent precincts. Keep stacks of ballot cards in order by precinct number.

**II. Reviewing Non-RCV Precinct Ballots (Ballots cast on Election Day at a regular polling place)**

After the first check is complete, the teams will change stations for a second review and simultaneous stamping of the ballot cards.

- a. Beginning with the first precinct, review each card according to the same criteria used in the first sorting step above. **If there are any questions about the determination of voter intent, address them to the Department of Elections manager supervising the write-in review process.**

1. Are all the write-ins on the card invalid?



- If all of the write-in votes that appear on a card are invalid, stamp “INVALID” on the masthead of the ballot (the top part), in a place where the stamp is easily visible. Then return the card to the invalid box, keeping all cards in precinct order.
- 2. Are all the write-ins on the card valid?
  - Stamp “QUALIFIED” **below** each valid write-in name and return the card to the valid box, keeping all cards in precinct order.
- 3. Are there both valid and invalid write-ins on the card?
  - If there are both valid and invalid write-in votes on a card, stamp “INVALID” directly over the invalid write-in space, **but avoid the voting arrow**. Stamp “QUALIFIED” **below** each valid write-in name. Do not stamp “INVALID” on the top of the ballot card. Return the card to the valid box, keeping all cards in precinct order.

NOTE: Cards that were found in Bag 1 but clearly have no write-in votes will be set aside, in precinct order, for review by the Canvass manager and possible inclusion in the tally of regular voted cards. These cards will be stored separately from the other ballot cards, to facilitate reconciliation.

- a. Continue processing all ballot cards for as above. Keep stacks of ballot cards in order by precinct number.

### **III. Unofficial Tally of Write-In Votes (Applies to All Non-RCV Ballots with Write-Ins)**

After sorting and stamping are complete, a team of four will record the valid write-in votes on non-RCV ballot cards:

- a. After all of the ballot cards with write-in votes have been reviewed and separated, begin a tally of votes for qualified write-in candidates. This tally will be recorded on the Unofficial Tally Sheet for Write-Ins, with the appropriate box checked indicating the source of the ballots (“Precinct Ballots”).
- b. At least one recording team will be set up at the Canvass processing area to complete the Unofficial Tally Sheet for Write-Ins. Each recording team will consist of four people: the Caller, the Observer, and two Recorders. In addition, the Monitor will oversee the workflow.
- c. Each data recording team will work one precinct at a time, one card at a time.
- d. First, the Caller will read aloud the precinct number, the card number (if applicable), the contest that contains a valid write-in vote, and the contents of the name field.
- e. The Observer, who sits close enough to the caller to be able to read the ballot, will ensure that the Caller is correct. If there is any discrepancy, the Observer will call for a halt and correct the Caller.



- f. When the Caller reads the name on the card, each Recorder will look for the candidate's name on an Unofficial Tally Sheet for Write-Ins. This sheet lists only qualified write-in candidates (certified write-in candidates plus candidates whose names appear on the ballot) for each contest. Each recorder will write the corresponding precinct number on the tally sheet, in the first available slot next to the candidate's name.
- g. This process will continue until each contest with a valid write-in vote has been recorded.
- h. Continue until all ballot cards with write-in votes have been processed.
- i. Each Recorder will then enter the total number of votes for each qualified write-in candidate for each contest and check them against the other recorder's numbers. There should now be two identical, simultaneously generated Unofficial Tally Sheets for Write-Ins, one from each Recorder.
- j. If the two Unofficial Tally Sheets do not match, the ballot cards will be reviewed until the cause for the discrepancy is determined and the discrepancy is resolved.

#### **IV. Official Count of Write-In Votes**

Once all of the ballot cards with write-in votes have been processed, the results recorded on the Unofficial Tally Sheets will be reviewed by the MIS division and manually added to the vote totals, by precinct, in Win-EDS for inclusion in the Official Election Results.

Upon the Director's certification of the final Canvass report and Official Results, the canvass is complete and the results are presented to the Board of Supervisors as official, and in the case of federal or state elections, reported to the California Secretary of State.





**ELECTIONS COMMISSION**  
*City and County of San Francisco*



Gerard Gleason, President  
Jill Rowe, Vice President  
Richard P. Matthews  
Catalina Ruiz-Healy  
Rosabella Safont  
Arnold Townsend  
Winnie Yu

John Arntz  
Director of Elections

Gail Hilliard  
Acting Commission Secretary

**Draft Minutes**  
**Elections Commission Meeting**

**Wednesday, April 18, 2012 at 6:00 p.m.**

**City Hall, Room 408**  
**1 Dr. Carlton B. Goodlett Place**  
**San Francisco, California 94102**

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1. The meeting was called to order by President Gleason at 6:10 p.m.

PRESENT: President Gleason, Vice President Rowe, and Commissioners Matthews, Ruiz-Healy, Safont, and Yu.

ABSENT: Commissioner Townsend (excused)

ALSO ATTENDING: Director John Arntz and Dep. City Attorney Mollie Lee

2. **Public comment on any issue within the Elections Commission's general jurisdiction.**

None.

3. **Approval of Minutes** of the March 21, 2012 Elections Commission Meeting.

Tabled at the order of President Gleason

4. **Director's Report**

The Director met with its analyst from the Mayor's budget office about the Department's new time-tracking system the Department has implemented. The system will gather data which will then help with budget and administration. Few other department appears to be using such detailed staffing and budget systems similar to the Department's. This system is, among other things, expected to help show the Mayor's Office what the Department does.

RFID tags will soon be installed in many devices and documents, such as voting machines and even rosters, as well as other piece parts. The use of this technology will be analyzed after the election to see what it does tell us and what it could tell us if used differently in the future.

Administration: Currently, lots of planning for the June and the November elections, making sure that the work flow and the budget will last through this election.



Ballot distribution: readying for canvass after the election as well as working with the Sheriff Department and Department of Parking & Traffic regarding gathering the various voting equipment pieces from the polling places on election night.

The write-in period for the June election is open and ends May 22. Currently, there are no registered write-in candidates.

April 25<sup>th</sup> is the deadline for applications to the Election Observation Panel. There are several applications so far.

Phone Bank: right now focusing on Chinese and other non-English languages. It looks like it will be staffed appropriately for June, but concerned about November.

Outreach: The new person in charge is getting her feet wet. The slogan "Be a Voter" has been used in a new poster in several languages, based on research from Stanford and the JFK School of Government. It will be used in posters in public places, sides of buses, and community centers. The posters will also direct people to the Department website for an explanation of California's new open primary system (in which the top two vote-getters will run against each other in the general election in November, regardless of party). They have about 100 presentations currently scheduled in all major languages used in San Francisco.

Precinct Services: Only needs about 4 more polling places for the June election. They have started re-precincting the city based on the final map from the Redistricting Task Force. The Department will not print the big maps with precinct lines on them until after the June election. Those maps, as before, will incorporate the state legislative boundaries as well. The precinct numbers will change, as they will continue to contain information about supervisorial district as well as state assembly district.

Voter Services: Sent approximately 75,000 – 80,000 postcards to registered Democrats informing them of their option to "crossover" vote in the primary elections for either the Peace & Freedom or American Independent parties. (The Republican party does not permit primary voters who are not registered with that party.) Approximately 10,000 voters responded, wishing to participate in either of those two party primaries.

The Voter Information Pamphlets in English are due to go in the mail the week of April 22, with the Spanish and Chinese versions to be finished in early May. As always, the versions are posted online as soon as they are finished.

Public comment: David Pilpel asked where the Department is on staffing, whether on track for recruiting and retention. He also asked how election planning is affected by estimates of lower voter turnout.

## 5. Commissioners' Reports

Commissioner Matthews complimented Deputy City Attorney Mollie Lee on the brief she drafted for the Department in the current litigation of *All of Us or None et al. v. The Secretary of State of California and the San Francisco Department of Elections*. He said it was well written, well argued, and a nice piece of lawyering.





## NEW BUSINESS

**6. Commissioner Matthews moved to request a Waiver Allowing City Employees to Assist the Department of Elections with the June 5, 2012 Consolidated Primary Election, per San Francisco Charter Section 13.104.5.**  
Seconded by Commissioner Ruiz-Healy. Vote was UNANIMOUS to approve.

**7. Commissioner Matthews moved to approve the Election Plan for the June 5, 2012 Consolidated Primary Election, per San Francisco Charter Section 13.103.5.**

Seconded by Commissioner Rowe.

Commissioner Rowe as chair of the Budget and Oversight of Public Affairs Committee reported that BOPEC heard the Director's report about the election plan at its April 4 meeting, asked questions of the Director, and voted unanimously to forward the election plan to the full Commission with a recommendation to approve.

Public comment: David Pilpel said the election plan continues to be an excellent document serving the purpose of explaining all the various election processes. He said he heard the US Postal Service has been late delivering mail all over, and hopes the Department of Elections is redoubling efforts with the USPS to ensure election materials and ballots will not get stuck in the system.

Vote was UNANIMOUS to approve.

**8. President Gleason moved that the Commission send its three appointees to the Redistricting Task Force letters of commendation and appreciation for their service; the President will draft and send the letters.**

Seconded by Commissioner Matthews.

Public Comment: David Pilpel, one of the Commission's appointees to the RTF, announced that the final map had been recently sent to Director Arntz with copies to the Elections Commission. He thanked the Commission for the opportunity to serve on the RTF, which he found challenging and yet ultimately collaborative. He expressed concern about the disparity of the number of registered voters between supervisorial districts 3 and 8, a difference of some 19,000 voters. He said the RTF made some effort toward reducing the number of ballot types necessary, but perhaps not as successfully as he had hoped. He finally said that he didn't think the RTF splintered into factions along political lines as its predecessor did in 2002, but stayed rational and respectful.

**9. CLOSED SESSION.** 6:48 p.m.

Closed Session was held pursuant to Brown Act section 54957(b) and Sunshine Ordinance section 67.10(b) to discuss annual performance evaluation of a public employee.

Public Comment Prior to Closed Session: David Pilpel stated that John Arntz is doing a fine job as Director and he hopes that will be reflected in the Commission's review. He also stated that it is important for the Commission to evaluate its



employees and he encouraged the Commission to conduct performance reviews on a regular basis.

## PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS

Director of Elections John Arntz

Commission Acting Secretary Gail Hilliard

Returned from Closed Session at 8:02 p.m.

10. Moved by Commissioner Matthews: *The Elections Commission finds that it is in the best interest of the public not to disclose its closed session deliberations regarding the performance evaluations of the Director of Elections and the Acting Commission Secretary.*

Seconded by Commissioner Ruiz-Healy.

No public comment.

Vote was UNANIMOUS to adopt.

**Adjourned at 8:08 p.m.**





**ELECTIONS COMMISSION**  
*City and County of San Francisco*



Gerard Gleason, President  
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Richard P. Matthews  
Catalina Ruiz-Healy  
Rosabella Safont  
Arnold Townsend  
Winnie Yu

John Arntz  
Director of Elections

Gail Hilliard  
Acting Commission Secretary

**Elections Commission Meeting**

**Wednesday, May 16, 2012  
6:00 p.m.**

**City Hall, Room 408  
1 Dr. Carlton B. Goodlett Place  
San Francisco, California 94102**

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1. Order of Business
2. Call to Order & Roll Call
3. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.
4. Approval of Minutes from previous meetings.

Discussion and possible action to approve the Minutes of the March 21, 2012 Elections Commission Meeting. (attachment: March 21, 2012 draft minutes)

Discussion and possible action to approve the Minutes of the April 18, 2012 Elections Commission Meeting. (attachment: April 18, 2012 draft minutes)

**5. Director's Report**

- Division Updates

Budget/Personnel	Technology Division
Campaign Services	Voter Services
Outreach	
Publications	
Poll Worker Division	

**6. Commissioners' Reports**

- Meetings with public officials
- Oversight and Observation activities
- Long-range planning for Commission activities and areas of study
- Proposed legislation which impacts elections



## **NEW BUSINESS**

7. **Discussion and possible action regarding individual Commissioner observation activities for the upcoming June 5, 2012 Consolidated Primary Election.**

## **CONTINUED BUSINESS**

8. **CLOSED SESSION.**

Closed Session is held pursuant to Brown Act section 54957(b) and Sunshine Ordinance section 67.10(b) to discuss annual performance evaluation of a public employee. Discussion and possible action.

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
Commission Acting Secretary Gail Hilliard

[ Return from Closed Session]

9. **Discussion and possible action regarding closed session action and deliberations.** Discussion and vote pursuant to Brown Act section 54957.1 and Sunshine Ordinance section 67.12 on whether to disclose any action taken or discussions held in closed session.

*Motion: The Elections Commission finds that it is in the best interest of the public (not) to disclose its closed session deliberations regarding the performance evaluation of the Commission Acting Secretary.*

10. **Discussion and possible action regarding process for filling post of permanent Secretary for the Election Commission.** (attachment: current job posting for Commission Secretary.)
11. **Discussion and possible action regarding items for future agendas.**

**Adjournment**





There will be an opportunity for public comment on each agenda item.

Materials contained in the Commission packets for meetings are available for inspection and copying during regular office hours at the Department of Elections, City Hall Room 48. Materials are placed in the Elections Commission's Public Binder no later than 72 hours prior to meetings. Any materials distributed to members of the Elections Commission within 72 of the meeting or after the agenda packet has been delivered to the members are available for inspection at the Department of Elections, City Hall Room 48, in the Commission's Public Binder, during normal office hours.

**Cell phones, pagers and similar sound-producing electronic devices:** The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. The Chair may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

**Disability Access:** The Elections Commission meeting will be held in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in a meeting, please contact the Department of Elections at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 p.m. the previous Friday. Late requests will be honored, if possible. Services available on request include the following: American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes. Please contact the Department of Elections at (415) 554-4375 or our TDD at (415) 554-4386 to make arrangements for a disability-related modification or accommodation.

**Chemical-Based Products:** In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

**KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code):** Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244, 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO CA 94102-4689; PHONE: (415) 554-7724; FAX: (415) 554-7854; E-MAIL: SOTF@SFGOV.ORG.

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, at the San Francisco Public Library, and on the City's website at <http://www.sfgov.org>.

**Lobbyist Registration and Reporting Requirements:** Individuals that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; and website: [www.sfgov.org/ethics](http://www.sfgov.org/ethics).





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Recruitment #PEX-1444-058904**

<b>Department:</b>	<b>Department of Elections</b>
<b>Analyst:</b>	<b>Lillian Chow</b>
<b>Date Opened:</b>	<b>4/18/2012 12:00:00 PM</b>
<b>Filing Deadline:</b>	<b>Continuous</b>
<b>Salary:</b>	<b>\$20.82 - \$25.29/hour</b>
<b>Job Type:</b>	<b>Permanent Exempt</b>
<b>Employment Type:</b>	<b>Part-Time</b>

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The City Charter authorizes the Elections Commission to supervise the City's Department of Elections. The Commission sets general policies for the Department; it also selects and supervises the Director of the Department of Elections.

The Elections Commission has regularly scheduled meetings on the third Wednesdays of each month at 6:00 pm, City Hall, and has one standing committee with regularly scheduled meetings the first Wednesday of every month at 6:00 p.m. at City Hall. Special Meetings may be called as needed.

Appointment Type: Permanent Exempt, part time appointment, not to exceed 20 hours per week or 1040 hours in 12 months. Exempt employees are considered "at will" and serve at the discretion of the appointing officer.

Number of positions: The San Francisco Elections Commission is accepting resumes for one (1) position.

Interested applicants should file immediately. Application period may close at any time.

Nature of work: Evening hours will be required once per month (usually the third Wednesday of the month), and occasionally, a second evening per month (usually the first Wednesday of the month, if necessary). Outside of these meetings, the remainder of the 20 hours per week can be a regular schedule agreed upon by the successful applicant and the Commission president. This position is ideal for an individual who is seeking a flexible schedule.

**Essential Duties:**

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- Ensures documents are distributed to the Commissioners, the Director of Elections, and/or legal counsel, as needed; and maintains a public file for certain communications as required by relevant public meetings/open government laws and ordinances.
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if necessary, posting notices of cancellations in accordance with applicable laws.

- Types a wide variety of letters, memoranda, reports and other materials from copy or verbal instructions; may compose routine correspondence in accordance with standard practice and policies.
- Screens office and telephone callers; personally assists those whose business does not warrant seeing the superior; screens incoming correspondence and routes accordingly; answers a wide variety of inquiries and explains office operations, policies and procedures.
- Maintains office files for correspondence and records; maintains manuals and updates resource materials.
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#### MINIMUM QUALIFICATIONS

1. Ability to type 50 net words per minute by using a typewriter and/or word processor; AND
2. One (1) year of secretarial experience. Experience must have included composing, editing and typing correspondence, reports, and memoranda: scheduling appointments, public contact, and maintaining files  
OR:
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#### Notes:

1 A recognized clerical training program of 240 hours or the equivalent of 15 semester units in graded clerical college units may substitute for up to 6 months of clerical experience.

2 City and County employees received credit for duties of the class to which appointed. Credit for experience outside of the employee's class is allowed only if recorded in accordance with the provisions of Civil Service Commission Rules.

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- \* Twelve months of experience with basic internet research
- \* Three months experience posting meeting agendas
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Applicants may be required to submit verification of qualifying education and experience at any point in the application, examination and/or departmental selection process. Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

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up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com).

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## CONCLUSION

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All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

### General Notes:

1. Applicants with disabilities requiring reasonable accommodation for this process must contact the analyst by phone (415) 557-4926 (voice) or by email (specify class 1444 Secretary I at [lillian.chow@sfgov.org](mailto:lillian.chow@sfgov.org) as soon as possible.

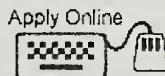
## BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, typically a 7.5% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

[For more information about benefits, please click here.](#)

Click on a link below to apply for this position:

**Fill out the  
Application NOW  
using the Internet.**



We encourage you to submit your application on-line as this is the preferred application method. If you experience difficulties, please contact the exam analyst at the phone number listed on the above announcement.

Contact us via  
conventional means.

You may contact us by phone at (415) 557-4800, or apply for a job in person at the Department of Human Resources.





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**ELECTIONS COMMISSION**  
*City and County of San Francisco*



Gerard Gleason, President  
Jill Rowe, Vice President  
Richard P. Matthews  
Catalina Ruiz-Healy  
Rosabella Safont  
Arnold Townsend  
Winnie Yu

John Arntz  
Director of Elections

Gail Hilliard  
Acting Commission Secretary

**DRAFT MINUTES**  
**Elections Commission Meeting**  
**Wednesday, May 16, 2012**  
**City Hall, Room 408**  
**1 Dr. Carlton B. Goodlett Place**  
**San Francisco, California 94102**

**GOVERNMENT**  
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JUN 18 2012

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**1. Order of Business**

**2. Call to Order & Roll Call.** President Gleason called the meeting to order at 6:06pm. Present: President Gleason, Vice President Rowe, Commissioners Matthews, Safont, Townsend, and Yu. Commissioner Ruiz-Healy arrived at 6:08pm.

**3. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.**  
No public present.

**4. Approval of Minutes from previous meetings.**

(a) Commissioner Matthews moved to approve the Minutes of the March 21, 2012 Elections Commission Meeting; Vice President Rowe seconded. No public comment. President Gleason, Vice President Rowe, Commissioners Matthews, Safont, Townsend, and Yu voted 'Yes'; zero 'No' votes. Motion adopted.

(b) Commissioner Matthews moved to approve the Minutes of the April 18, 2012 Elections Commission Meeting; Vice President Rowe seconded. No public comment. President Gleason, Vice President Rowe, Commissioners Matthews, Safont, Townsend, and Yu voted 'Yes'; zero 'No' votes. Motion adopted.

**5. Director's Report**

There have been three issues with ballots and voter guides and the Department has been working to resolve those. It has issued new Vote-by-mail (VBM) ballots for the Peace And Freedom (PAF) party to address that a name of a candidate had been left off their contest for county central committee.

The second issue is that all VBM ballots were printed with tear-off stubs that say that the ballot is for the American Independent party regardless of the actual party for which that ballot was printed. This is of no consequence to the vote or tabulation and does not affect the content of the ballot, but could be confusing or alarming to voters who might



wonder whether they got the right ballot. A postcard has been sent to all VBM voters to explain the issue with the stubs misprint.

Director Arntz apologizes to any voters who were confused by any of these issues. The Department tries to make the voter experience as easy as possible and regrets these errors.

The third issue is an image of a sample ballot that was misprinted in some Voter Information Pamphlets (VIP) for one ballot type. This image should be mailed to those affected voters on May 17. The Department has received no calls about this issue.

Due to the ballot layout caused by California's new primary system and the required explanatory language, some voters have called the Department saying they were unable to find Barack Obama's name on the ballot. This has been the reason for most calls to the call center other than calls regarding voter registration questions.

The Department is currently receiving approximately 100 calls per day. In the last presidential primary in February 2008, it received about 300 calls per day.

VBM ballots were sent last week. As of this meeting, approximately 19,400 had been returned.

*Vice President Rowe* said that it seemed the Department was acting quickly and appropriately. She asked what the response was from the PAF central committee candidate whose name was left off the ballot. Director Arntz said that he was the person who discovered the error, and that he has been satisfied with the Department's response. Vice President Rowe asked what steps would be taken to prevent this in the future. Director Arntz said that there are no guarantees that errors will not happen in the future in a system with 41 ballot types printed in three languages. Also, the Department combined the Publications and Outreach divisions so that the Outreach manager can provide support in preparing the ballots. The length of time required to complete the hiring process for this position, however, did not allow for this person to assist in ballot preparation for this election. Also, the Department will review its processes associated with ballot preparations and including the checklists it uses when proofing material prior to printing.

Director Arntz said that the responsibility for the stub misprint is the vendor's but that the Department did not spot the incorrectly formatted stub information before printing and that the responsibility for the PAF candidate omission is the Department's.

As a result, the logic and accuracy testing is five days behind schedule, but it should be completed in time. The Director invites any suggestions for further response to these issues.

*President Gleason* asked to confirm that there are still party-specific ballots even though California has changed its primary system to a "top two runoff" regardless of party. Director Arntz said that there are because there are voter nominees for some offices and party nominees for others, and there are still county central committee contests.

Budget: Conversations with the Mayor's office in the last couple of weeks, mostly on the item of temporary staffing. No changes yet. The Mayor's office would like the Department to get below the November 2008 numbers. This might be possible because of improved efficiencies in the Department, but not yet certain.



RFID: The Department will have a pilot program in place by June. They want to tag all memory cards for the touch-screen devices and the memory cartridges for the optical scanners, as well as the rosters and VVPATs.

Ballot Distribution: All precinct ballots have been received from the printer. All VBMs were been mailed out last week.

The Department is going to try to use the machine that assists in verifying signatures for VBMs to speed up the processing of provisional ballots to see whether that works.

Campaign Services: Holding an open house on May 17.

Deadline for qualifying for write-in candidates: May 22.

Observer Guide: Finished and due to be posted online May 17. The Director says that it will be the most comprehensive of any election department in the nation.

Deadline for voter registration for the June election: May 21.

Pollworkers: 2,400 (87%) have been recruited so far. This includes 800 students so far with 170 student applications pending. The Director said that we are blessed in this county to have so many interested students, especially in an election after the school year; other counties get just a handful.

All Field Election Deputies have been recruited.

Precinct Services: All polling places have been acquired, and the Department is in the process of getting keys for some of them. Department personnel are cleaning out some of the garages as part of the deal, a service based on certain criteria. The Department has had to build temporary flooring, ramps for disabled access, and other necessary improvements.

June 1 is the deadline for re-precincting. This is necessary for the November election for petitioning, etc. since June 1 is when candidates can begin circulating petitions in-lieu-of-signing-fees for the November election.

Technology: Database work is ongoing. The online polling place look-up is live now. This time, the ballot type and specific sample ballot show up automatically when a polling place is identified.

Voter services: There are approximately 40 voters per day voting early (compared to 100/day in the 2008 primary).

*Commissioner Yu* suggested [Hiresfyouth.org](http://Hiresfyouth.org) to locate more young pollworkers. *Commissioner Ruiz-Healy* suggested [Taskrabbit.com](http://Taskrabbit.com).

*President Gleason* commented that primaries are like marathons compared to other elections, that proofreading 217 ballot types is very difficult. He appreciates the Director's one-page explanation of California's new primary system that was printed in the VIP. President Gleason also appreciated the VIP cover feature on the tree on the traffic island on Doyle Drive.

Vice President Rowe suggested that the Department's website link to the state VIP; she said she looked but could not find such a link. The Director said he would check on that.

#### **6. Commissioners' Reports**

None. No public comment.

#### **7. Discussion and possible action regarding individual Commissioner observation activities for the upcoming June 5, 2012 Consolidated Primary Election.**

Vice President Rowe and Commissioner Matthews will serve as Inspectors at polling places. Commissioner Ruiz-Healy said she would like to help if possible. Commissioner Townsend said he will stay out of the way of people working on the election. President Gleason said he would vote by mail for the first time ever because he will be out of town. Director Arntz suggested that President Gleason could then use the online service to find out whether his VBM was received and counted.

#### **8. CLOSED SESSION at 6:42 pm.**

No public comment prior to closed session.

Director Arntz was excused for the remainder of the meeting by President Gleason.

Closed Session is held pursuant to Brown Act section 54957(b) and Sunshine Ordinance section 67.10(b) to discuss annual performance evaluation of a public employee. Discussion and possible action.

#### **PUBLIC EMPLOYEE PERFORMANCE EVALUATION Commission Acting Secretary Gail Hilliard**

Return from Closed Session at 7:32 pm.

#### **9. Discussion and possible action regarding closed session action and deliberations.**

Commissioner Matthews moved that the Elections Commission finds that it is in the best interest of the public not to disclose its closed session deliberations regarding the performance evaluation of the Acting Commission Secretary. Vice President Rowe seconded. No public comment. Vote was UNANIMOUS to adopt.

#### **10. Discussion and possible action regarding process for filling post of permanent Secretary for the Election Commission.**

(A) Moved by Commissioner Matthews that DHR close the job posting for Commission Secretary at the end of May 23. Commissioner Ruiz-Healy seconded. No public comment. Vote was UNANIMOUS to adopt.

(B) Moved by Commissioner Matthews that the Commission hold a meeting on June 6 at 6:00 pm to interview candidates for Commission Secretary, followed by discussion and ranking of the candidates in order of preference. Commissioner Ruiz-Healy seconded. No public comment. Vote was UNANIMOUS to adopt.

(C) Commissioner Matthews will continue reviewing the incoming applications and doing the first round of interviews before the June 6 meeting. The sense of the

Commission is that Commissioner Matthews should submit five applicants for the June 6 meeting, staggered at 20 minute intervals.

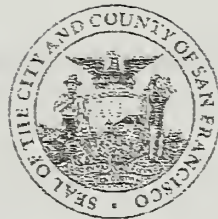
**11. Discussion and possible action regarding items for future agendas.**

None suggested.

**Adjourned at 8:06pm.**



**ELECTIONS COMMISSION**  
*City and County of San Francisco*



Gerard Gleason, President  
Jill Rowe, Vice President  
Richard P. Matthews  
Catalina Ruiz-Healy  
Rosabella Safont  
Arnold Townsend  
Winnie Yu

John Armitz  
Director of Elections

**Elections Commission  
Special Meeting**

**Wednesday, June 6, 2012  
6:00 p.m.**

**City Hall, Room 421  
1 Dr. Carlton B. Goodlett Place  
San Francisco, California 94102**

05-25-12 410:02 POWD

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MAY 25 2012

**Order of Business**

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1. Call to Order & Roll Call
2. **PUBLIC EMPLOYEE APPOINTMENT/HIRING: CLASS 1444 - ELECTIONS COMMISSION SECRETARY [Discussion and Possible Action]**

Interviews with selected applicants for the Elections Commission Secretary position; deliberations and possible action to make an offer of employment or take other action. The meeting may be held in closed session pursuant to Government Code § 54957(b) and San Francisco Administrative Code § 67.10(b).

A. Public comment on all matters pertaining to Agenda Item 2, including any comment pertaining to the Elections Commission Secretary appointment/hiring or whether to hold the meeting in closed session.

B. Vote on whether to hold the meeting in closed session. [Action]

C. Interviews and deliberations to make an offer of employment or take other action (in open or closed session, per the Commission's vote). [Discussion and Possible Action]

D. If closed session is held, reconvene in open session.

(1) Report any action taken in closed session as specified in California Government Code §54957.1(a)(5) and San Francisco Administrative Code §67.12(b)(4).

- (2) Vote to elect whether to disclose any or all closed session discussions.  
[Action]

## Adjournment

There will be an opportunity for public comment on each agenda item.

Materials contained in the Commission packets for meetings are available for inspection and copying during regular office hours at the Department of Elections, City Hall Room 48. Materials are placed in the Elections Commission's Public Binder no later than 72 hours prior to meetings. Any materials distributed to members of the Elections Commission within 72 of the meeting or after the agenda packet has been delivered to the members are available for inspection at the Department of Elections City Hall Room 48, in the Commission's Public Binder, during normal office hours.

**Cell phones, pagers and similar sound-producing electronic devices:** The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. The Chair may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

**Disability Access:** The Elections Commission meeting will be held in Room 421, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in a meeting, please contact the Department of Elections at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 p.m. the previous Friday. Late requests will be honored, if possible. Services available on request include the following: American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes. Please contact the Department of Elections at (415) 554-4375 or our TDD at (415) 554-4386 to make arrangements for a disability-related modification or accommodation.

**Chemical-Based Products:** In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

**KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code):** Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244, 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO CA 94102-4689; PHONE: (415) 554-7724; FAX: (415) 554-7854; E-MAIL: SOTF@SFGOV.ORG.

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, at the San Francisco Public Library, and on the City's website at <http://www.sfgov.org>.

**Lobbyist Registration and Reporting Requirements:** Individuals that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2 100 – 2 160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; and website: [www.sfgov.org/ethics](http://www.sfgov.org/ethics)



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(Commission Secretary)  
Recruitment #PEX-1444-058904

Department:	Department of Elections
Analyst:	Lillian Chow
Date Opened:	4/18/2012 12:00:00 PM
Filling Deadline:	Continuous
Salary:	\$20.82 - \$25.29/hour
Job Type:	Permanent Exempt
Employment Type:	Part-Time

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**INTRODUCTION**

The City Charter authorizes the Elections Commission to supervise the City's Department of Elections. The Commission sets general policies for the Department: it also selects and supervises the Director of the Department of Elections.

The Elections Commission has regularly scheduled meetings on the third Wednesdays of each month at 6:00 pm, City Hall, and has one standing committee with regularly scheduled meetings the first Wednesday of every month at 6:00 p.m. at City Hall. Special Meetings may be called as needed.

Appointment Type: Permanent Exempt, part time appointment, not to exceed 20 hours per week or 1040 hours in 12 months. Exempt employees are considered "at will" and serve at the discretion of the appointing officer.

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Applicants should keep copies of all documents submitted, as these will not be returned.

#### Right to Work:

All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

#### General Notes:

1. Applicants with disabilities requiring reasonable accommodation for this process must contact the analyst by phone (415) 557-4926 (voice) or by email (specify class 1444 Secretary I at [lillian.chow@sfgov.org](mailto:lillian.chow@sfgov.org) as soon as possible.

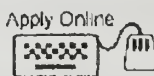
#### BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A.8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, typically a 7.5% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please click here.

Click on a link below to apply for this position:

**Fill out the  
Application NOW  
using the Internet.**



We encourage you to submit your application on-line as this is the preferred application method. If you experience difficulties, please contact the exam analyst at the phone number listed on the above announcement.

Contact us via  
conventional means.

You may contact us by phone at (415) 557-4800, or apply for a job in person at the Department of Human Resources.

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**ELECTIONS COMMISSION**  
*City and County of San Francisco*



Gerard Gleason, President  
Jill Rowe, Vice President  
Richard P. Matthews  
Catalina Ruiz-Healy  
Rosabella Safont  
Arnold Townsend  
Winnie Yu

John Arntz  
Director of Elections

Tachina Alexander  
Commission Secretary

**Elections Commission Meeting**

**Wednesday, June 20, 2012**  
**6:00 p.m.**

**City Hall, Room 408**  
**1 Dr. Carlton B. Goodlett Place**  
**San Francisco, California 94102**

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**Order of Business**

1. Call to Order & Roll Call
2. Welcome new Commission Secretary Tachina Alexander
3. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.
4. Approval of Minutes from previous meetings.  
Discussion and possible action to approve the Minutes of the May 16, 2012 Elections Commission Meeting. (attachment: May 16, 2012 draft minutes)

**5. Director's Report**

- Update on June 5, 2012 Consolidated Primary Election
- Division Updates

Budget/Personnel	Technology Division
Campaign Services	Voter Services
Outreach	
Publications	
Poll Worker Division	

**6. Commissioners' Reports**

- Meetings with public officials
- Oversight and Observation activities
- Long-range planning for Commission activities and areas of study
- Proposed legislation which impacts elections



## **NEW BUSINESS**

- 7. Report back on individual Commissioner observations from the June 5, 2012 Consolidated Primary Election.**
- 8. Discussion and possible action regarding items for future agendas.**

## **Adjournment**

There will be an opportunity for public comment on each agenda item.

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June 20, 2012

City and County of San Francisco  
Elections Commission Meeting  
June 20, 2012

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MINUTES

1. CALL TO ORDER AND ROLL CALL

President Gerard Gleason called the meeting to order at 6:04 pm. PRESENT. Commissioners Rosabella Safont, Richard P. Matthews, Gerard Gleason, Arnold Townsend, Winnie Yu, Catalina Ruiz-Healy, Jill Rowe, Commission Secretary Tachina Alexander, Deputy City Attorney Mollie Lee, and Director of Elections John Arntz.

2. WELCOME NEW COMMISSION SECRETARY TACHINA ALEXANDER

President Gleason announced the appointment of Tachina Alexander as the new Elections Commission Secretary. Ms. Alexander thanked the Commission and expressed delight in coming aboard.

3. PUBLIC COMMENT

Richard Hanlin stated that 3-4 weeks before election that City Hall becomes a polling place. He expressed concern that citizens should not be subject to taking off their belts at the request of the police officers in a polling place. A man who entered City Hall in front of him was requested to do so and his pants fell down. Mr. Hanlin felt the polling place was demeaned the act itself was undignified.

4. APPROVAL OF MINUTES FROM PREVIOUS MEETING Commissioner Matthews moved to approve the minutes of the May 16, 2012 Election Commission Meeting. Seconded by Commissioner Rowe. No public comment. The Roll Call Vote was UNANIMOUS to approve the minutes.

5. DIRECTOR'S REPORT

Director Arntz presented the following update on June 5, 2012 Consolidated Primary Election

a) The Director certified the election today. He pulled names to resolve a tie for the Peace and Freedom Central Committee's last seat. The DOE recorded this, uploaded the video on YouTube, and published it on the DOE's website. Director Arntz released Sheriff's Deputies from the warehouse at Pier 48 today and ballots are being archived.

b) The election started strong but fell flat. There was 30.83% total turnout; with 10% at polling places and 20% vote by mail. All polling places opened on-time except two. All inspectors showed up. The Secretary of State's office had observers in point places throughout San Francisco. Director Arntz was the contact person for SOS office and he received one call that voting equipment at one place was not working due to a power outage. Power was restored and those votes were tabulated. In total there were 2400 poll workers; 570 polling places; 514 sites had Chinese/bilingual workers; 209 had Spanish/bilingual workers; 844 had high school student workers. It was a low turnout election but a full scale operation and the DOE met its obligation. There were 100 field reps. to provide support to polling places. Most polling places closed by 10pm, materials were delivered to warehouse at Pier 48 shortly after that, and the department completed election night reporting by 11pm. Overseas ballots were delayed because the file pulled back from printer to add text. The vendor printed these ballots on Saturday but did not deliver them to the post office before it closed. The department was also late in sending email ballots to overseas voters. San Francisco was 1 of 13 counties in California to miss the deadline for mailing ballots to overseas voters. To prevent that from happening again the DOJ entered a



consent decree which obligates SOS to provide all counties with online training session.

(c) The pilot project with RFID was somewhat successful but the DOE would need a stronger system in place to expand implementation and get full benefit. Phones not heavy.

(d) Commissioner Ruiz-Healy asked Director Arntz how many voters were affected by the overseas ballot issue. Director Arntz responded that no voters were affected because the DOE contacted everyone who had an email addresses or phone numbers and they all had their ballots at that time. Additionally, DOJ required them to express mail to voters who requested an email ballot, cost department \$25,000, which proved to be unnecessary because ballots were emailed.

#### Division Reports

(a) Administrative (Budget & Personnel) – Director Arntz appeared at the BOS hearing regarding budget. The Mayor's Office added fringe benefits for temporary employees and now there is a budget for their benefits. The DOE closed out encumbrances for Redistricting Task Force, PO's, and processed paperwork for temporary employees.

(b) Campaign Services Division – Already active for November election.

(c) Outreach Division – Canvass counted ballots

(d) Publications Division – Working on doing better job next time. Talking with vendors to synthesize process together.

(e) Poll Worker Division – Checks will be mailed tomorrow, online survey ready for poll workers, after-action reports will follow.

(f) Precincts – New Interim maps received today with new district lines; new cleaner version will come in a few months.

(g) Technology Division – Swamped; YouTube video up

(h) Voter Services – Clean up provisional ballots, took 10 days to do, processed petitions, and other work piling up.

(i) Warehouse – Inventorying equipment to see what's needed for November; debriefed with vendors re: testing, performance, delivery, and handling of equipment to identify any trends regarding its operation.

#### Questions:

1. Commissioner Yu: How many FT and Temp FTE's year-round? 15 may increase to 17 1/2 and Year-Round Temp 16/17.

2. Commissioner Yu: Are the temps related to outreach? We have 3 FT positions for outreach.

3. Commissioner Rowe commented that she was glad to know that the Department is tracking issues with machine in regards to trends. It appeared there were more issues with the Edge machine and Insight machines due to being placed in sun. Commissioner Rowe suggests the Department add an instruction not to do so in future poll-worker trainings.

#### 6. COMMISSIONER'S REPORT

No reports.

#### 7. NEW BUSINESS

(a) Report back on individual Commissioner's observations from the June 5, 2012 Consolidated Primary Election.

(1) Commissioner Matthews was inspector of precinct 2112. Great workers. Slow day.

(2) Commissioner Rowe was inspector and had similar experience of Commissioner Matthews. Training well done and had extra training with machines which was great idea. Very well received. Detailed map for polling places were very helpful. Voters responded better to that vs. verbal instructions for provisional ballots.

(3) Commissioner Ruiz-Healy observed at back end operations at City Hall. Impressed with logistical feat. Discovered parking control officers picked up data pack and brought to City Hall. Facebooked and Tweeted about election and got great feedback from citizens.

(4) Commissioner Safont went early to her polling place and discovered that it had moved. When she went to the correct polling place she was the only voter which has never happened to her.

(5) Commissioner Yu voted at City Hall. Very few people. Suggested a "start here" finger to make it easier. List was so short for the Presidential candidates that it was easy to miss. Low turnout.

(6) Commissioner Townsend went to City Hall to observe. Subdued. Turnout was disappointing and scary. When people stay at home that is a vote too. Doesn't go to stores that do not offer anything he needs or wants.

(7) Commissioner Gleason never votes by mail so he went online and discovered that you can order VBM online. Phenomenal service considering he procrastinated to the very last minute.

(8) Public Comment: None.

#### 8. DISCUSSION AND POSSIBLE ACTION REGARDING ITEMS FOR FUTURE AGENDAS

(a) The Commission will follow its standard procedure of cancelling its July 18, 2012 meeting. BOPEC will also cancel its July meeting. The next Commission meeting will be on August 15, 2012. At this meeting, the Commission will conduct its evaluation of the June 5, 2012 election.

(b) Evaluation of June 5, 2012 election

(1) BOPEC will consider this item at its Wednesday August 1, 2012 meeting. The Post election reports are very lengthy and will be provided online only. No objections.

(2) The full Commission will consider this item on August 15, 2012.

(c) Election plan and approval for November election

(1) BOPEC will consider this item at its September 5, 2012 meeting

(2) The Commission will consider the election plan and the employee waiver at its September 19, 2012 meeting,

(d) Ballot Simplification Committee will begin meeting at the end of July. Notifications will be sent via email in late July.

(e) Commissioner Matthews asked Director Arntz if he could inform the Commission of dates for announcements (i.e. drawing of winner of Central Committee, 1% tally of precincts are being drawn, etc.) Director Arntz responded that everything is posted on their website.

(f) Commissioner Townsend suggested a few years ago, that we have an outreach committee to discuss how we may involve ourselves to help increase voter participation. It was voted down due to it not being a part of committee's job. He will speak with Commissioner Gleason at a later date to discuss in detail to see if that could be a future agenda item. 30% turnout is real close to votes not being a democracy and holds some danger to such.

(g) New Commission Secretary's schedule.

(1) Tuesday – 8am – 5pm

(2) Wednesdays 8am – 5pm

(A) 1st and 3rd Wednesday 1pm – 9pm

(3) Thursday – 8am – 12pm

(4) Agenda items need to be finalized by Wednesday so the agenda can be posted on Thursdays.

(h) Public Comment

(1) David Cary appreciates ongoing work that the Commission is doing in preparation of the November election. He would like the Commission to review its policy on rank choice voting tabulations on election night. He further suggested that the Commission make revisions or establish a new policy. Last year it worked out well and there were important benefits that enabled people to see the second and third choice votes are affecting preliminary results.

9. Commissioner Gleason moved to adjourn.

ADJOURNMENT at 6:51pm





July 18, 2012 - Meeting Cancelled

**CANCELLED**

**Elections Commission Meeting  
Wednesday, July 18, 2012  
6:00 p.m.  
City Hall Room 408  
1 Dr. Carlton B. Goodlett Place  
San Francisco, California 94102**

**CANCELLED**

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**ELECTIONS COMMISSION**  
*City and County of San Francisco*

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Arnold Townsend  
Winnie Yu

John Arntz  
Director of Elections

Tachina Alexander  
Commission Secretary

**Elections Commission Meeting**

**Wednesday August 15, 2012**  
**6:00 p.m.**

**City Hall, Room 408**  
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**San Francisco, California 94102**

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**Order of Business**

- 1. Call to Order & Roll Call**
- 2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.**
- 3. Approval of Minutes from previous meetings.**  
Discussion and possible action to approve the Minutes of the June 20, 2012 Elections Commission Meeting. (attachment: June 20, 2012 draft minutes)
- 4. Director's Report**
  - Update on preparations for the November 6, 2012 Consolidated General Election
  - Division Updates

Budget/Personnel	Technology Division
Campaign Services	Voter Services
Outreach	
Publications	
Poll Worker Division	

**5. Commissioners' Reports**

- Meetings with public officials
- Oversight and Observation activities
- Long-range planning for Commission activities and areas of study
- Proposed legislation which impacts elections

## **NEW BUSINESS**

- 6. Discussion and possible action regarding the Department of Elections' compliance or non-compliance with the Election Plan for the June 5, 2012 Consolidated Presidential Primary Election as well as the effectiveness of the Election Plan.** Report back from Budget and Oversight of Public Elections Committee meeting from August 1, 2012. (Attachments: June 5, 2012 Election Plan, June 5, 2012 Election Plan Appendix 1, June 5, 2012 IRIS Report, June 5, 2012 Edge Usage Report, June 5, 2012 Provisional Ballot Log.)
- 7. Discussion and possible action regarding Elections Commission review of Department of Elections policies and programs for voter outreach.**
- 8. Discussion and possible action regarding the DRAFT Elections Commission Annual Report for 2011.**
- 9. Discussion and possible action regarding items for future agendas.**

## **Adjournment**



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Elections Commission Meeting  
Wednesday August 15, 2012  
6:00pm  
City Hall, Room 408  
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**DRAFT MINUTES**

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**1. CALL TO ORDER AND ROLL CALL**

President Gerard Gleason called the meeting to order at 6:04 pm. **PRESENT.** Commissioners Rosabella Safont, Richard P. Matthews, Gerard Gleason, Arnold Townsend, Winnie Yu, Catalina Ruiz-Healy, Jill Rowe. Also present: Commission Secretary Tachina Alexander, Deputy City Attorney Mollie Lee, and Director of Elections John Arntz.

**2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.** There was no public comment.

**3. Approval of Minutes from previous meetings.**

Commissioner Rich Matthews moved to approve the Minutes of the June 20, 2012 Elections Commission Meeting. Commissioner Jill Rowe seconded the motion. No Public comment. The roll call vote was **UNANIMOUS** to approve the minutes.

**4. DIRECTOR'S REPORT**

Director Arntz presented a draft of the outreach posters, pocket sized brochure, and the candidate list to the commission for their perusal. Director Arntz presented the following update on the November 6, 2012 Consolidated General Election. There will be a 3-card ballot in non Ranked-Choice Voting districts and a 4-card ballot in the Ranked-Choice Voting districts. There are 2 contests that have only 1 candidate (District 9 and 11) but there is a possibility that there will be write-in candidates as well. There will be printed names on the ballot as well as three or four slots for any qualifying write-in candidates.

## Division Reports

- (a) *Administrative (Budget & Personnel)* – Director Arntz said that they've made purchase orders and operational planning for the coming election.
- (b) *Ballot Distribution Division* – They have been preparing for this election as well as the retirement board election. Ballots for the retirement board of elections will begin to be distributed on August 23, 2012. They've been organizing the ballot order beginning with the Sheriff's Department in order to have the security organized around the voted ballots, memory devices, and the canvass. They are trying to purchase additional equipment on the machine that sorts and scans vote-by-mail ballots and the purchase was recently approved by the Mayor's office Tuesday August 14, 2012. Now they're waiting on the approval from the Controller's office to have that shipped to them and installed for the November election. The benefit of having this equipment is that it will cut the processing time in half which will enable them to do more in less time and ultimately certify the election more quickly.
- (c) *Campaign Services Division* – The nomination deadline was last Friday so they've been directly involved with everything in order to be ready for that. There was an extension for the community college board and the school board which ended today. There were 2 additional candidates that signed up for the school board and you will see them on the candidate list. The deadline for opponent's argument will be tomorrow August 16, 2012 at noon and for paid arguments it will be next Monday at noon. Therefore Campaign Services will be involved in collecting that information by going through it and dealing with submitters.
- (d) *Outreach Division* – They are continuing their "Be A Voter" brand, which started last election, they have received a lot of feedback from that so they've decided to continue it. They will add it to the voter guide for this election so that it will be consistent with all of the Department's materials. So if one goes to a store they will see the "Be A Voter" brand as well as on the voter guide, when they go to the post office so that the message will maintain its consistency throughout the election. They are getting posters together (which were handed out to the Commissioners) as well as a Ranked-Choice poster. For this election they are trying to focus on young voters. Not that they haven't in the past but they are managing their resources much better this time around. Tuesday they met with 500 college instructors and gave them "Be A Voter" posters and have set up 20 opportunities to go to City College and give presentations to the students this fall before the election. Sunday they will be going to a freshmen orientation at USF in order to register students and hopefully create opportunities for outreach before the election. They will also work with the Job Core at Treasure Island and register folks who are involved with that organization. They have events scheduled at SFSU, The Fashion Institute, and Heald College. They've already worked with the California Disability Rights staff to teach them how to register voters. One of their goals this year, more so now than in the past, is to teach others how to go out and register voters rather than have just the Department do it. Most people don't realize how easy it is to do. We did this with the high school students for this past June election they trained them how to train others how



to register voters. They are going beyond the schools and working with other groups such as the California Disability Rights group. They will be going to the public housing sites and post-service coffee hours at local churches. With the online registration, the Secretary of State will be in place for this election. The Outreach Division has been talking with the technology folks about getting the message out about how to register people online. There is a conference call with the Secretary of State's office with all registrars today and the Secretary believes that they can go live with the online registration just after Labor Day. What will happen is that voters can go to the SOS website, enter their information (i.e. Driver's license and Social Security number) and that information will be cross referenced with the Department of Motor Vehicles. If it's a perfect match, the DMV will send the signature image directly to the SOS and they will send it to the Department with the signature attached and that will serve as the record of registration. So if the Department gets a vote-by-mail ballot, provisional ballot, or anything from a voter it will have that signature image from the DMV as a record to compare against what it receives from the voters. So far the state seems optimistic that this is going to happen. The Department had planned to get some apps for the tablets so they could go out and do online registration but it's probably going to be too late to do it with this election. But they can always direct people to the SOS's website and have it done, put a link on the Department's website, and just get the word out. So that's happening and a lot of it will occur around that idea as well. They've already sent letters out to their community based organization list which is 450 organizations that they have in their database. Again just letting them know all of the information that they have and asking them to invite the Department out to their events in order to provide outreach services and do registration drives. They've also sent letters to 200 neighborhood associations and merchant groups asking them also to invite the Department to their events and let the Department know what's going on so that it can provide them with the necessary information. They already have 100 events scheduled and going into November that will probably increase four-fold before we get to Election Day. They are also going to the Bay View Backpack giveaway this Saturday to again try and get out there as much as they can to get as many diverse opportunities as possible. They've already sent posters to the schools, recreation centers, to all the libraries, and again provided them with contact information and let them know what the department can do as far as outreach is concerned. The Department is continuing efforts to be invited to events so that it can give outreach presentations.

- (e) *Poll Worker Division* – They have sent out their recruitment letters and Commissioners should've received theirs already. Four-thousand potential poll workers have received their letters even though only two-thousand are needed for this election as well as about one-thousand students. The "Intake Room" will open on September 7, 2012 for walk-in business. If anyone comes in and is interested in being a poll worker the Department staff would take them into that room and give them an aptitude test and if they are interested in being an interpreter they will give them a language proficiency test as well. It's not an onerous test but it's just to see if they really are bi-lingual. They already have 140 training sessions planned for this election for the poll workers. Last election they had training labs with the equipment. They will expand that out and double the number of labs they have. Director Arntz met with the San Francisco Democratic Club on last Friday. The leader of that group has a sight disability and it took him 45 minutes to vote at the polling

place in June. He had a concern about how poll workers handle, approach, and provide The Edge, touchscreen unit, but once Director Arntz explained to him all that the Department does he realized that sometimes it's just a hit or miss with the poll workers having everything up at the polls and understanding what they have to do. One solution to that is maybe having the video on setting up the Edge and the audio ballot, running continuously as a loop in the lab. Director Arntz goal is to have the poll workers armed with the knowledge of what to do and how to make the Edge usage as seamless as possible. In the end they understood that a lot of effort goes into what the Department does and the services it provides so this eased their fears of having a repeat performance for those with disabilities in the November election.

Poll worker training is based on where the poll workers are assigned. So the poll workers in the Ranked-Choice Voting districts will receive different training than the Non Ranked-Choice Voting districts. If you're not handling an RCV card at your polling place you won't receive information about how to handle that card.

- (f) *Precinct Services Division* – They have already sent out letters to confirm polling place sites for November. Currently they need to find 70 additional polling places and 90 places still have yet to respond to the letter. Final maps are being formatted and printed with the new precinct lines since the new redistricting changes. They are also in the process of changing their old precinct numbers to new precinct numbers. Currently if you look at the precinct map, the first number is the assembly district and the second number is the supervisorial district. Before all polling places began with a 2 or 3 other than district 11; it started with an 11. So now it's 7 and 9 for 17 and 19. All of their tracking of the equipment is based on precinct numbers so they have to check all the tags, records, and materials so that's been a job for them.
- (g) *Technology Division* – They have been inundated with a lot of database work. The Secretary of State's office will come to the office and test the query that they used in November 2011 to make sure that all the Ranked-Choice Voting information has moved over into the tabulation module. In 2011 they had a mapping file issue where it didn't tell the tabulators to send all the files to the Ranked-Choice Voting module. The vendor created a query to ensure that the mapping file is functioning as it should this time around. In order to use the mapping file they must receive approval from the Secretary of State's office so they will be here tomorrow to observe the process and make sure that everything will run properly.
- (h) *Voter Services* – This year the number of petitions has been unreal and they have finally finished reviewing them all. They had to do a 100% check (make sure that they all matched) of 20,000 signatures on a state petition and that was recently completed as well. They also did an email blast for all of the overseas voters whom we had email addresses letting them know that they could send their ballot via email as opposed to hard copy ballots. They are not trying to push the email ballot but they do want them to know that it is available if they choose to use it. There has been a concern that if you mail a ballot in from overseas that it may take longer to get to the USA so they want to let them know that they have another alternative.



In regards to the ballots they've started much earlier than in the past. They already have the shelves, instructions, contest labels, fonts, borders etc. All of it has been approved and they're done with that. Now it's a matter of inputting the ballot content. Now that they have completed the nomination process today we will get a finalized list to the vendor on Friday. Next week they will get the final proofs of the ballot back from the vendor for review and then 60 days before the election they will begin sending out ballots to overseas voters not just working to get them out by E-45. They will also be working with the print vendor to automate the process of getting ballots out. They used to hand-stuff the envelopes but now they will have the vendor print out hard copies of the ballots, insert them into our official envelopes, and send them to overseas voters First Class mail. They can do that all the way up to E-45 and even after that the vendor can send a supplemental request for overseas voter ballot, which is a big change. They've made a lot of progress in regards to the overseas voters and Director Arntz does not foresee any issues and would be surprised if there were any. Since they've started so early Director Arntz does not see the Department leaving any candidates off the ballot like they did last year for the Peace and Freedom Party Central Committee.

- (i) *Warehouse* – They are working on where they can beef up the RFID program system that they have. Again that is something that is not funded because they don't know what they're going to do or what they can do. They are still trying to do a pilot program and simultaneously acquire the equipment. So they are getting things figured out for November and still find some funding and get approval to spend money on the RFID. They are also putting together a spreadsheet and database of the items they consume for each election. They finally have a centralized database that they developed for all of the materials, supplies, and equipment that goes out to the polls and that the Department uses. Previously it hadn't been organized in a way that it's by election so they've had a bunch of stuff in our database but not organized by what goes out or what comes back so the Director is trying to get an idea of rate of usage. Is there something we can plan for and include in the budget verses taking a guess at it? They have several thousands of things they use but they're essentially trying to automate tracking and ordering processes around the material, supplies, and equipment that goes out to the polling places. Same thing with the voting equipment. They have a database and spreadsheet of the history of each piece of equipment. The equipment is tagged with a bar code and it goes through several stages for each election such as maintenance, testing, delivery, retrieval, and then shelved. Every step of the way they track what happens with the machine to the best of our ability even at the polls on Election Day. So if there is a call on a card reader they track that information. Again they've had the information but it wasn't partitioned by election. It seems intuitive that you would do it that way but the original idea was "Let's do it! Let's get it done!" because there was so much information but now they're going back partitioning by election to see if there are any trends that they can identify. Director Arntz's concern is that since the equipment is older that they'll start to see some trends and types of problems with the equipment as they move forward and they'll have to address that somehow.



## Questions:

1. Commissioner Gleason: Expressed that he liked the logo on the flyer handout. He believes that the outreach division should be visiting colleges because their minds are currently not on the election. He recently dropped off his son at college and his mind was on other things rather than an upcoming election. In 2008 they had about 150-160 provisional ballots that were uncouncted at the USF campus. To put it into perspective it was like 1/3 of the vote difference in Florida. It's just a phenomenal number and he brought that up to a Political Science Professor at San Francisco State. In fact last November the Department opened up a precinct at SFSU and there were only 3 voters, which was odd but maybe it's just the nature of college voting. Perhaps it can be explained to them that we're here for you but we need you to do your part by registering and voting at the precincts.

Commissioner Gleason asked Director Arntz if he could elaborate on the meeting he had with Mr. Leons of the FDR Democratic Club.

Commissioner Gleason forwarded everyone a copy of the letter but I was curious as to what was actually the nature of what happened? Because, two things he's thinking of, and one is if the machine is not set up properly usually the Feds come through and they spot that. On the other end of that spectrum, he has set up the machine and have never had anyone come in, but can imagine, even the number of years that he's been a poll worker that when someone comes in and actually needs to use the machine that he might flub it! Like he knows to put the card in the reader but was it a case where the machine failed, it wasn't set up, or what?

Director Arntz replied that he believes Mr. Leons arrived in the morning and the machine was not set up yet and it was supposed to have been set up before he walked in the door. Then also with the primary election when you put the card in the card reader it's counterintuitive because for the general election if you put the card in the card reader it'll ask you is this correct. Then you would press yes. But for the primary election there was a menu taped along the side of the card reader on the Edge for the party cards. So instead of pressing "yes" you were supposed to press the corresponding party number and Director Arntz believes that intimidated the poll workers. The Edge is rarely used and when they do use it and there's a change from when it was used last he thinks that throws them off a bit. As you know it's an old machine and it takes a while just to turn it on due to its need to cycle through its programs. So not only is it taking a long time to set up the machines but you have to wait for it to cycle through all its programs and get ready for voting. He thinks that the poll workers were unsure of what buttons to push on the card activator so we had to call someone in to help with that, so that's what happened with that polling place.

Commissioner Gleason asked if Mr. Leons voted there regularly and Director Arntz replied: "No, he didn't say and his concern was not so much that he was frustrated but that he didn't want anyone else to have that same experience that he did on Election Day." He came in to the meeting thinking that we didn't do enough around the machine and we actually put a lot of effort into the machine. We try as much as we can to instruct the poll workers on how to operate the equipment. We have the

videos online and technology where people can either go on our website or YouTube, as well as in the manual but the machines are just not used often enough. It's not a muscle that the poll workers exercise often but with this election we are going to do whatever we can emphasize that without violating the commission's policy on the use of the Edge. We don't want it to appear that we are pushing for the use of the Edge, so like I say at the lab we're going to put a little bit of focus on the Edge. It may seem silly but it's like the infomercial that won't go off at night; they keep replaying over and over again. I'd like to have it set up at the lab where the 10-minute video just keeps playing over and over again. Maybe 5 people will catch the message I don't know but that will be just 5 less problems that we have out there on Election Day. We can tune in the Feds and District Leads more on what to look for on the Edge on Election Day. It would probably be more of a morning issue than the afternoon or evening really because we'll go out there and ask them if they know how to use the Edge. We will make sure the Edge is set up and ask them what's going on. So again, I think it would be more of a morning issue and if there's a higher turnout there may be a rash of other issues but it will rapidly decrease as the morning goes on.

Commissioner Gleason said that the one thing that struck him about it was when you talk about someone's experience with this, there are 560 precincts and that's 560 experiences. It strikes me when I'm in a precinct where I know I need a translator that we know about that but we don't know about who may come in these places. My thought is that if we know who's coming in we'd make sure that's known and put the "A Team" in those places; it's like re-double the efforts but I still think it's difficult to have all 560 precincts be top notch. Like I said if the ball gets passed to me I may flub it once or twice because I haven't dealt with it. But after one or two times I would probably be an expert at it. It's one of those things, that's counterintuitive to what we want to be able to provide; which is people walk in and it's there. We seem to know at some level about language requirements and needs in certain areas, and I don't know if there is some way that we could look at this, working with an organization like this to let it be known that hey someone is going to need help here.

Director Arntz stated that they do. "For instance, the Lighthouse for the Blind, we work with them before every election. We tell them that if there is anyone who works with their organization and they think they will need help on Election Day, to call us. There are already many polling places where we know that people who come there will need the Edge in place, so people are sent there in the morning to set things up. So we already do that. The same thing with the assistive devices that are associated with the Edge machine, it's in our materials, on the website, and we tell them and any other associations like that, if you're going to need help on Election Day please call ahead and let us know and we'll make sure it's there and set up before you arrive. Mr. Leons didn't realize that himself that it was already set up for him upon his arrival and it will be again going forward. This Election we had 80 votes on the Edge and 36 of those votes I think were at City Hall so there was a total of 44 votes citywide on the Edge for this election."



2. Commissioner Gleason asked if there were any additional comments. Commissioner Ruiz-Healy said that she was really pleased that they're doing specific outreach to young people and being thoughtful about that.
3. Commissioner Gleason asked again for any additional questions or comments from the general public. There were none.

## **5. COMMISSIONER'S REPORT**

No reports. No public comments.

## **6. NEW BUSINESS**

Commissioner Gleason requested a report from BOPEC (Budget and Oversight of Public Elections Committee).

- (a) Commissioner Jill Rowe reported that on August 1, 2012 BOPEC met and voted unanimously that the full commission find that the Department of Elections substantially complied with the June 5, 2012 election plan. BOPEC discussed fairly extensively with Director Arntz, various aspects of the Election Plan including the disability access that we just discussed, including RFID, use of the Tablets, and were satisfied that the election plan had been complied with. There was only one issue that needed to be improved for next election that didn't come out in the election plan, was the timing of the overseas ballots which the Director discussed at the last full commission meeting but that was not a part of the election plan.
- (b) Commissioner Gleason stated that at this time based on the recommendation of the BOPEC Committee is there a motion to find that the Department of Elections was in compliance and had an effective election plan for the June 5, 2012 election. Commissioner Safont so moved. Commissioner Ruiz-Healy seconded it.
- (c) Public Comment regarding motion: None.
- (d) Vote was UNANIMOUS to approve.

## **7. DISCUSSION AND POSSIBLE ACTION REGARDING ELECTION COMMISSION'S REVIEW OF DEPARTMENT OF ELECTIONS POLICIES AND PROGRAMS FOR VOTER OUTREACH.**

Commissioner Gleason stated that this item was put on the agenda at the request of Commissioner Townsend so I'm going to turn this over to him.

- (a) Commissioner Townsend stated that based on what is happening with the Elections in San Francisco, the last election, even though I recognize that it was a midterm primary and that California doesn't factor into the Presidential Primary as much. Considering that this is a Democratic city there was no real fight on the Democratic ballot, at the same time, I just find it depressing and dangerous that we have such low turnout as we do and as we did in that election. In some communities it is just abysmal so I have always felt that there should be something the Commission could do in some way in regards to voter outreach to try and maximize voter turnout. I recognize that anything we do has to be non-partisan and should not be activist in that way, but certainly working in that department trying to do what we can do. So I thought that, legally if we can do it, there was a way for us to create a committee that would engage the public or at least try. I attended the Department's voter outreach and it was extremely well attended and the people were very active and concerned about voter outreach. There were a lot of communities that were well represented such as the Veterans and Disabled, which brought to our attention that the

levels of the shelves should be accessible to them. I was unaware of that particular need but have now become cognizant of it in terms of how it impacts those individuals. There were also advocates there who were concerned about the homeless voter's rights. I have another friend of mine who is very active and concerned about the voting rights of prisoners in county jail and making sure that they vote. So I was wondering what other commissioners thought about this issue because I previously introduced this idea about 4-7 years ago but it wasn't met with great appreciation or concern. I think we've seen, except for the last Presidential Election, a problem with voting. I recognize that sometimes the lack of involvement is a vote as well. It's a statement as well as what people are being offered to vote on. If that's it, I have no problem but I think that our job becomes one to make sure that if people don't show. However if there are other reasons for low turnout then we ought to be engaged.

Commissioner Gleason asked if there was a question on something we should do as an organization?

Commissioner Townsend said ultimately let me tell you what I'd like to see us do, and our capable city attorney will have to tell me where I am on this. I would love to see us meet to have a meeting to create an outreach committee and that committee would then work with the public. My dream would be to encourage public interest to create a body outside the city, like a non-profit, that is something like "The Friends of the Public Library, Friends of the SF Voter" who could then pursue corporate and or foundation funds to increase voter registration then voter turnout. However that would have to come from the public. They would have to see that and want to make that happen because it would not work as a city function of this commission but the commission could work with folks that would like to make that happen.

Deputy City Attorney Mollie Lee stated that there are limits to what the commission can do in terms of direct voter outreach. The charter assigns responsibility for voter outreach to the department and to the extent that the commission wants more information or has ideas or suggestions for voter outreach, it should engage with the department in its normal oversight and policy functions. The commission could establish an outreach committee but the kinds of things that the committee could do are the kind of things the commission does normally. Commissioner Townsend is correct that if you are envisioning a body itself out doing outreach, that body should either be the Department of Elections or an outside group.

Commissioner Townsend then stated that he does not want to put any cumbersome work on people and people coming to meetings to engage the public and the public doesn't come to. I don't want to do that to anyone. I'm just being realistic. We can't get them to vote and getting them to coming to meetings would be a challenge. Although, based upon what I saw with the department, I think we could get people to come to a hearing at an appropriate time. What I would like to suggest at this time, if it's okay with people, that I talk about it more with the department and see how we can create a way to get it done. I would then bring it back to you all and if we did need to do some work then maybe we could do that as a commission at a designated meeting or a special meeting and invite the public to that. In hearing Ms. Lee I may be a bit premature in trying to



put this committee together at this time. I'm not saying that wouldn't flow later but what I want to do might could be done without us creating a committee but I just think we ought to be focused and concerned and in whatever legal way we can with the department engaged in trying to do something with the 33% turnout we've had at our elections.

Commissioner Gleason asked if Commissioner Townsend needed an authorization for a discussion.

Commissioner Matthews said that he didn't think we needed an authorization but that Commissioner Townsend would go and do some research and investigation and then we'll come back with whatever.

Commissioner Townsend agreed that he would bring it back.

Commissioner Catalina Ruiz-Healy said that she'd be more than happy to help Commissioner Townsend with the outreach piece as well as help figure out what the department might need. Since this is a very rich field of folks who vote and register and do the outreach but I think there is some room for us to begin figuring out how to can start measuring stuff.

Commissioner Townsend said that he would get in touch because what he's thinking about is engaging groups that I know are already concerned with this and see if we can bring some consensus to see if we can go to work on this issue. I just think that that would probably be one of the energizing voters ought to be something that the city is concerned with not only in this department but in the Mayor's office on down to the Board of Supervisors. They just ought to be concerned because I've said it before and I'll say it again like a broken record. It doesn't matter if my side wins all the time, but the 33% 15% is really not democracy and it's potentially dangerous. Item continued.

Commissioner Gleason agreed to continue this item for a future meeting that Commissioner Townsend agreed to inform him of in advance.

Commissioner Gleason asked if there was any public comment. None

## **8. DISCUSSION AND POSSIBLE ACTION REGARDING THE DRAFT ELECTIONS COMMISSION ANNUAL REPORT 2011.**

Commissioner Gleason stated that he had this item on here as a reminder. He asked if we had a draft at this moment or is this a continued item?

Commissioner Matthews stated that it is still in draft form so by our next meeting I will have it to you.

Commissioner Gleason agreed that we would have this item on our next agenda. Commissioner Gleason then asked if there was any public comment on the Draft Annual Agenda 2011. There was no public comment.

## **9. DISCUSSION AND POSSIBLE ACTION REGARDING FUTURE AGENDAS**

Commissioner Gleason stated that our next meeting is on September 19, 2012 and BOPEC will meet on September 5, 2012, is that going to be scheduled? Because we should have the election plan; we will have the draft election plan enough time prior to the September 5, 2012 meeting of BOPEC and then we will have the election plan on the September 19, 2012 meeting. We will also deal with the public employee waiver at that time too.

Are there any other items that we need for future agendas? There was none.

Commissioner Gleason asked if there was any public comment. There was none.

Commissioner Gleason asked if there was a motion to adjourn. Commissioner Townsend moved to adjourn.

**ADJOURNMENT** at 6:50pm





**ELECTIONS COMMISSION**  
*City and County of San Francisco*



Gerard Gleason, President  
Jill Rowe, Vice President  
Richard P. Matthews  
Catalina Ruiz-Healy  
Rosabella Safont  
Arnold Townsend  
Winnie Yu

John Arntz  
Director of Elections

Tachina Alexander  
Acting Commission Secretary

**Elections Commission Meeting**

**Wednesday, September 19, 2012**

**6:00 p.m.**

**City Hall, Room 408  
1 Dr. Carlton B. Goodlett Place  
San Francisco, California 94102**

**GOVERNMENT  
DOCUMENTS DEPT**

**SEP 17 2012**

**Order of Business**

**SAN FRANCISCO  
PUBLIC LIBRARY**

- 1. Call to Order & Roll Call**
- 2. Public comment on any issue within the Elections Commission's general jurisdiction.**
- 3. Approval of Minutes**  
Discussion and possible action to approve the Minutes of the August 15, 2012 Elections Commission Meeting.
- 4. Director's Report**
  - Division Updates

• Budget/Personnel	• Technology Division
• Campaign Services	• Voter Services
• Outreach	•
• Publications	•
• Poll Worker Division	•

**5. Commissioners' Reports**

- Meetings with public officials
- Oversight and Observation activities
- Long-range planning for Commission activities and areas of study
- Proposed legislation which impacts elections



## **NEW BUSINESS**

6. **Discussion and possible action to request a Waiver Allowing City Employees to Assist the Department of Elections with the November 6, 2012 Consolidated General Election, per San Francisco Charter Section 13.104.5.** (Attachment: Memorandum from Director to Commission dated August 30 2012)
7. **Discussion and possible action to approve the Election Plan for the November 6, 2012 Consolidated General Election, per San Francisco Charter Section 13.103.5.** Possible report from the Budget and Oversight and Public Elections Committee from September 5, 2012 on this item. (Attachment: Consolidated General Election Plan November 6, 2012; Election Plan Appendix).
8. **Announcements**
9. **Discussion and possible action regarding items for future agendas.**

**Adjournment**





There will be an opportunity for public comment on each agenda item.

Materials contained in the Commission packets for meetings are available for inspection and copying during regular office hours at the Department of Elections, City Hall Room 48. Materials are placed in the Elections Commission's Public Binder no later than 72 hours prior to meetings. Any materials distributed to members of the Elections Commission within 72 of the meeting or after the agenda packet has been delivered to the members are available for inspection at the Department of Elections, City Hall Room 48, in the Commission's Public Binder, during normal office hours.

**Cell phones, pagers and similar sound-producing electronic devices:** The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. The Chair may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

**Disability Access:** The Elections Commission meeting will be held in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in a meeting, please contact the Department of Elections at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 p.m. the previous Friday. Late requests will be honored, if possible. Services available on request include the following: American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes. Please contact the Department of Elections at (415) 554- 4375 or our TDD at (415) 554-4386 to make arrangements for a disability-related modification or accommodation.

**Chemical-Based Products:** In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

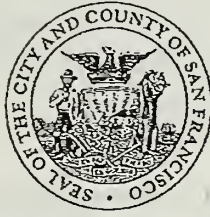
**KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code):** Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244, 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO CA 94102-4689; PHONE: (415) 554-7724; FAX: (415) 554-7854; E-MAIL: SOTF@SFGOV.ORG.

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, at the San Francisco Public Library, and on the City's website at <http://www.sfgov.org>.

**Lobbyist Registration and Reporting Requirements:** Individuals that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; and website: [www.sfgov.org/ethics](http://www.sfgov.org/ethics).







John Arntz  
*Director*

## Memorandum

To: Elections Commission

From: John Arntz, Director

Date: August 30, 2012

Re: Waiver Allowing City Employees to Assist the Department of Elections with the  
November 6, 2012 Consolidated General Election

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This memorandum requests that the Elections Commission approve the Department of Elections' (Department) request for the Board of Supervisors to waive the prohibition under Charter section 13.104.5 that disallows City employees from assisting the Department in the conduct of elections. The Department seeks a general waiver of this prohibition so the Department is able to utilize the services and expertise of City personnel when necessary; however, the Department presently expects to require the assistance of approximately 10 people from other City departments.

The Department will require technical assistance to upload the vote tallies contained in the memory packs that will be transported from each polling place to City Hall, as well as preparing the information for results reporting. The memory packs record the voting that occurs in the polling places on vote tabulation machines. The City personnel will assist in uploading the voting information contained inside the memory packs into the central count system located in the Department's computer room in City Hall Room 48.

While the uploading of the voting information from the memory packs will last a few hours after the polls close, the Charter prohibits City personnel from providing such assistance to the Department. (13.104.5).

Except as provided below, no City employee or officer, other than the Director of Elections, an appointee of the Director of Elections or a member of the Elections Commission, may in any capacity perform any function relating to the conduct of an election that this Charter places under the Department of Elections. This section prohibits City personnel from providing to the Department of Elections services that are unique to that department. . . . The Elections Commission may, upon the recommendation of the Director of Elections request from the Board of



August 30, 2012

Supervisors a waiver of this prohibition so as to allow City employees and officers to assist the Department of Elections. The Board of Supervisors shall approve or deny such requests from the Elections Commission by motion.

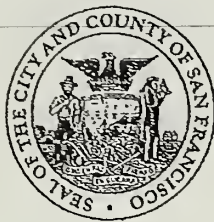
The Department does seek to conduct elections exclusively with its permanent and temporary staff, but we find it necessary in some instances to utilize the skills of City personnel who work with other departments. Thus, after considering staffing needs for the November 6, 2012 Consolidated General Election, I recommend that the Elections Commission request from the Board of Supervisors a waiver of the prohibition of City employees performing election-related tasks and allow City personnel to assist the Department of Elections.

The Department requests that this be a general waiver in order to provide flexibility in planning for the election. Still, at this time the Department has identified the need for the assistance of approximately ten people from other City Departments. The personnel work in the departments listed in the attachment to this memorandum.

I will be glad to answer any questions you might have on this matter.

Encl; waiver request list





August 30, 2012

**Re: Waiver Allowing City Employees to Assist the Department of Elections with the  
November 6, 2012 Consolidated General Election**

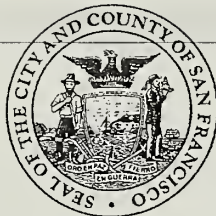
**TECHNICAL SUPPORT**

**Number of City Employees: 10**

**Departments:** Department of Technology, General Services Agency, and City Attorney's  
Office.







**Election Plan  
Consolidated General Election  
November 6, 2012**

**I. Introduction**

The Department of Elections for the City & County of San Francisco (Department) is responsible for conducting elections under the rules and regulations established by federal, state, and local laws – notably, the Voting Rights Act, the Help America Vote Act, the Americans with Disabilities Act, and the City's Equal Access to Services ordinance; to have an open process that provides the public confidence in the election system; to improve upon and provide a public outreach and education plan to all eligible voters in San Francisco; and to continue to improve upon the services the Department provides by streamlining processes and looking ahead to the future needs of the voters of San Francisco.

Serving a registered voter base of nearly 470,000 citizens, prior to every election, the Department provides information about and facilitates the filing of candidate nomination papers, ballot measures, and the proponent and opponent arguments and paid arguments that appear in the Voter Information Pamphlets; produces San Francisco's sample and official ballots and Voter Information Pamphlets; organizes vote-by-mail program for approximately 200,000 voters; conducts testing of 600 optical-scan voting machines, Insights, and 600 accessible touchscreen voting machines, Edges; secures 573 voting sites for Election Day; recruits and trains 2, 500 poll workers, all of whom administer mandated procedures and provide service to a linguistically and culturally diverse voter population; organizes the collection of the election data and voted ballots on election night; provides for the tabulation of voted ballots; and conducts the official canvass of votes cast.

The Department drafts an Election Plan prior to every election as required by San Francisco Charter section 13.103.5. The Election Plan provides information on how the Department will conduct an election in a manner that is free, fair, and functional. Afterwards, the Elections Commission will assess whether the Election Plan allowed for elections that are free, fair, and functional. Following is the plan for the November 6, 2012 Consolidated General Election.

This Plan is organized according to the subject matters listed below.

- II. Dates and Deadlines
- III. New Practices
- IV. Observation Activities
- V. Voter Outreach and Education
- VI. Customer Service Program for Those Who Seek Public Access to Election-Related Materials and Programs
- VII. Poll worker Recruitment and Training
- VIII. Voting Equipment
- IX. Polling Places
- X. Ballots
- XI. Election Night: Transporting and Securing Precinct Ballots after the Polls Close

- XII. Vote Counting
- XIII. Remaking Ballots
- XIV. Ballot Processing Schedule
- XV. Reporting Election Results
- XVI. Canvassing of Election Materials: Final Report and Certification of Results

## **II. Dates and Deadlines**

- September 7: Preparation for mailing ballots to Uniformed Service and Overseas;
- September 22: Deadline to mail ballots to UOCAVA voters
- October 8:
  - Early Voting begins in City Hall, 8 a.m. to 5 p.m.
  - Mailing of Vote-By-Mail ballots begins
  - Deadline to mail Voter Information Pamphlets and Sample Ballots
  - Deadline to designate the polling places and to appoint the members of the several precinct boards
- October 12: Chinese and Spanish Voter Information Pamphlets mailing target date
- October 22: Deadline to register to vote
- October 23. Deadline to prepare a list of precincts to which bilingual officers were appointed
- October 23-October 30: Special extension of registration for new residents, who moved into California after the October 22 registration deadline. New residents are eligible to vote for the President and Vice President of the United States only and must do so in person at the Department's office.
- October 23-November 6: Special extension of registration for new citizens who get sworn-in after the October 22 registration deadline. New citizens must show proof of citizenship and shall declare that they have established residency in California in order to register and vote. New citizens must vote at the Department's office.
- October 27 and October 28; November 3 and November 4:
  - Weekend Early Voting takes place at City Hall, 10 a.m. to 4 p.m.
- October 30:
  - Deadline to conduct testing of voting equipment to be used to tabulate ballots
  - Deadline for voters to request a Vote-By-Mail ballot
  - First day for processing vote-by-mail ballots
- November 6: Election Day
- November 8: Official Canvass period begins
- December 4: Official Canvass ends. Deadline for Department to certify the election and issue the Certified Statement of results

## II. New Practices

### A. Creating the Ballot for the November 6, 2012 Election

For the November 6, 2012 election, the following contests will appear on the ballot:

#### Federal

- President and Vice President of the United States
- United States Senator
- United States Representative, Districts 12 and 14

#### State

- State Senator, District 11
- Member, State Assembly, Districts 17 and 19

#### Local

- Member, Board of Education (four seats)
- Member, Community College Board (four seats)
- BART Director, Districts 7 and 9
- Member, Board of Supervisors, Districts 1, 3, 5, 7, 9 and 11

#### Measures

- State Propositions
- School Propositions
- San Francisco City and County Propositions

There will be 37 ballot types, based on various jurisdictional boundaries that comprise San Francisco, thus requiring the Department to produce a ballot unique to each ballot type. Under California's new Top Two Primary rules, there will not be a write-in space for voter-nominated offices on the general election ballot.

The ballot will consist of multiple cards. Voters who live in Supervisorial Districts 2, 4, 6, 8 and 10 will receive a three-card ballot.

Voters in Supervisorial Districts 1, 3, 5, 7, 9 and 11 will elect their member of the Board of Supervisors. These voters will receive a four-card ballot with an extra card for the ranked-choice contest for Supervisor.

To facilitate ballot-issuing at the polls, the Department will develop two sets of poll worker Election Day materials: one for poll workers assigned to sites within odd-numbered Supervisorial Districts and one for poll workers working in even-numbered Districts. The procedures will be included in the Poll Worker Training Manual, specifically the Inspector Workbook and Clerk Job Cards. Although the poll workers will review both sets of procedures in training classes, on Election Day they will be provided with the instructions specific to their precinct assignment.



### **B. Transferring Ballots from Insights Voting Machines to Blue Ballot Boxes**

The optical scan Insight voting machine, used at the polling places, has the capacity to hold approximately 1,200 cards. Since each voter will receive a multi-card ballot, the number of ballots voted at polling places could possibly exceed the holding capacity of the Insights. For these reasons, the Department will deliver an additional blue ballot box to every polling place to allow the transfer of voted ballot cards, if necessary, from the Insight into this secure container.

Throughout Election Day, the Department will instruct the poll workers and Field Election Deputies (FEDs) to monitor the number of voted ballot cards displayed on the LED counters of the Insights. If at any point during Election Day, the Insight LED counters indicate a number of 900 or greater (225 voters in odd-numbered districts or 300 voters in even-numbered districts), the FEDs for those polling places with the assistance of the polling place Inspectors will transfer voted ballots from the machines into the blue ballot boxes. The FEDs will open the doors of the Insights to access the ballots in the bins, place the ballot cards in a plastic bag, seal the bag, and place the bag in the blue box. After the voted ballots are transferred, the blue boxes will remain at the polling places until the polls close.

Whenever ballots are moved from the Insights to the blue boxes, the FEDs or polling place Inspector will announce to voters the reason for why the ballots are being moved. A tent card alerting voters to these transfers will be placed on the election tables at the polling places. Additionally, voters will be advised to call the Department if they have any questions regarding this process. This procedure will be included in the poll worker and FED training curriculums to ensure that all involved in the polling place operations are prepared to conduct the ballot transfer, if necessary.

### **C. Informing the Public About New Precinct Boundaries and Locations of Polling Places**

On April 14, 2012, the Redistricting Task Force completed the redrawing of the supervisorial district boundaries. After new supervisorial district boundaries were drawn, the Department began adjusting precincts to reflect these district lines. When redrawing precincts, the Department followed the following guidelines:

- No precinct can exceed 1,000 voters;
- Political District lines must not be crossed;
- Census blocks must not be split (if one has to be split, documentation must be kept to explain why);
- Observe topography, geography and natural barriers, such as, freeways, reservoirs, parks, etc;
- Voters should be able to walk to their polling places (distances of six blocks or less);
- Pinpoint existing accessible polling places and draw precincts around them, whenever possible;
- Assess the impact of moving each block with regard to the number of voters that will be moved into/out of a precinct;
- The voter count of each precinct should be kept below 900 voters to allow for growth (registration drives, new construction, etc.);

- Detailed records must be kept of the precincts before and after the boundary lines were altered (lists and maps).

The Department completed adjusting precincts boundaries in time for the signatures-in-lieu-of-filing-fee process for the November 6, 2012 election, creating 602 precincts, 6 of which are consolidated precincts, and 23 are mail-ballot precincts. The Department made hard copies of new precinct maps available to the public and posted on its website digital precinct maps and electronic mapping shape files for downloading. Additionally, the Department developed a District Lookup Tool that allows voters to review their former and new district information and find out if their districts have changed.

On Election Day, the Department will support 573 polling places. All voters will find the printed address for their polling place along with a vote-by-mail ballot application on the back cover of their Voter Information Pamphlets, which are mailed to every voter at least 29 days before every election. Additionally, the cover of the Voter Information Pamphlet will feature a QR code, which will direct voters to the mobile Polling Place Look-Up Tool on the Department's website when photographed or scanned with enabled cell phones. In the weeks leading up to the election, the Department will issue several press releases informing the public that many polling places have changed for the November 6, 2012 election and encouraging voters to check the locations of their polling places before Election Day.

#### **1. Introducing "E-Data" Tool on the Website**

The Department continues to expand the information available on its website. One new feature of the website, "E-Data", will offer information and data on various election areas, such as voter registration, vote-by-mail statistics, polling place and poll worker recruitment, ballot processing, including the number of ballots issued, returned, counted and remaining to be counted.

This information will be updated daily, enabling the public to access current statistics and view the progress of the election operations. Additionally, "E-Data" will allow users to submit feedback about their experiences utilizing this tool.

#### **2. Providing Opportunity to Register Online**

The California Secretary of State expects to have online voter registration available in early September, in time for the November 6, 2012 election.

On October 7, 2011, Governor Brown signed into law SB 397 allowing the California Secretary of State to pursue implementation of an online voter registration system. The Secretary of State's office has been coordinating with the State Department of Motor Vehicles (DMV) and the counties' election management system vendors to develop the interface that will allow counties to communicate efficiently and securely with the DMV to verify signatures and register eligible voters. Online voter registration is expected to allow individuals to submit their voter registration applications online when registering to vote, or changing the name or address on their voter registration records.

In anticipation of online voter registration, the Department has been making plans to extend the opportunity to register online to eligible San Franciscans through the use of tablet devices at



outreach events, such as street fairs, community forums, and USCIS Naturalization Ceremonies. The Department will be able to hold voter registration drives at colleges, public libraries, BART and Muni Metro stations and other locations across the city and register people to vote, thus eliminating manual entry of information into the registration database and increasing the ease of registration.

#### **F. Expanding Voter Outreach to Local Colleges, Universities and High Schools**

The Department will continue to expand its efforts to engage voters aged 18 to 24 to participate in the election through outreach at local colleges and high schools, at events frequented by youth, and through technology. Specifically, the Department has been collaborating closely with all City College campuses, San Francisco State University (SFSU), the University of San Francisco (USF), Treasure Island Job Corps, the Fashion Institute of Design & Merchandising, and Heald College to schedule voter registration drives and voter education presentations in these educational settings. Additional outreach will be made to the on-campus housing at both SFSU and USF.

To expand outreach efforts to San Francisco public and private schools, the Department will contact Lincoln, Galileo, Washington, Burton, Urban School, Thurgood Marshall, Sacred Heart, School of the Arts, Balboa, Ida B Wells, Lowell, International Studies Academy, Mission, French American International High School, Cornerstone Academy and John O'Connell to ascertain if the schools are interested in having the Department provide presentations on the opportunity to become a poll worker for the upcoming election and general voter information, as well as distribute voter registration cards. The general voter information presentation will include information explaining registration process for first-time voters and the importance of voting. At the end of the presentation, students will receive Voter Registration Forms to fill out and to take home for their parents. To further expand its voter outreach to young voters, the Department will continue including the voter outreach component in the high school student poll worker training class curriculum. Through this additional training component, the Department anticipates reaching 1,000-1,200 students and their families.

The Department will continue to reach out to first time voters through social networking websites such as Facebook and Twitter.

#### **G. Inspiring Voters Through Outreach Message**

The Department's outreach materials will continue to urge San Franciscans to "Be A Voter" in the upcoming election. The theme will encourage registration and voting in the upcoming election and is supported by research conducted by Harvard and Stanford Universities. The 2008 study showed that participants who were asked about "being a voter" voted at a higher rate than those who were asked whether they would "vote."

The Department will disseminate information about ranked-choice voting to the public in Districts 1, 3, 5, 7, 9 and 11 and will develop voter education materials focusing on how to properly mark a ranked-choice ballot. With two illustrations – a smiley face and a frowny face – the Department's materials will remind voters that when marking a ranked-choice ballot, they may rank up to three different candidates, one in each column, and must avoid overvotes.

The “Be A Voter” message will appear on the cover of the Voter Information Pamphlet sent to every registered voter, in the newspapers, at the offices of local organizations and city departments, on the billboards, Muni buses and bus shelters throughout the city. Additionally, the Department will mail a postcard with election information to every household in the beginning of October. Districts with supervisorial contest on the ballot will be blanketed with the materials on ranked-choice voting.

The Department will incorporate into its presentations a new element inspiring voter participation. Specifically, Department personnel will attempt to briefly engage the audience in the discussion about why a simple act of voting matters.

#### **H. Incorporating the Use of Dynamic Map into the Poll worker Assignment Process**

Previously, poll worker assignment was completed through the use of excel spreadsheets listing precincts and associated poll worker staffing requirements. In the upcoming election, the Department will utilize a more intuitive, dynamic map displaying the poll worker recruitment targets at each site when assigning poll workers to the polling places. This will be of great benefit to the assignment process because the tool allows the user to specify criteria for the information to be displayed on the map (i.e. sites needing Inspectors, Chinese-speaking workers, etc.), stream the data in real-time directly from the Poll Worker module of the Department’s Election Information and Management System (EIMS) and visually identify polling places which require additional workers. As poll workers are assigned to the precincts in EIMS, the map can be refreshed and new data will appear. This map will be available in the Poll Worker Hiring Office, enabling applicants for poll worker positions to view available locations and choose their preferred sites. Department personnel working in the Poll Worker Hiring Office will be able to assign workers to precincts based on their preference without any delays.

#### **I. Extending Opportunity for Practicing Operating Voting Equipment to a Greater Number of Poll Workers and Election Day Support Personnel**

Building on positive feedback from individuals who attended training labs during the June 2012 election cycle and in an effort to strengthen poll workers’ confidence level and ability to operate the voting equipment, the Department will increase the number of training labs, extending the opportunity for practicing operating voting equipment to a greater number of poll workers.

The Department plans to offer 25 training labs in the two weeks prior to Election Day and will invite all poll workers to attend one of the sessions. During the sessions, in a self-paced learning environment, poll workers will have an opportunity to set up a voting machine, print the zero report, activate a touch-screen or audio ballot, run the end-of-day results tape, and close the polls on a voting machine.

Training for Election Day support personnel, Field Election Deputies (FEDs), will continue to include a hands-on practice session. In a centralized model, a trainer will direct a group of FEDs as they practice setting up, operating and closing the voting equipment. The hands-on practice will replicate Election Day process exactly and will include a variety of scenarios that FEDs are likely to encounter on Election Day.



**J. Implementing RFID Technology on a Small-**

The Department will continue to implement Radio Frequency Identification (RFID) technology to study the efficacy and efficiency an RFID system to track materials and processes. RFID is a wireless non-contact system that uses radio-frequency to transfer data from a tag attached to an object, for the purposes of automatic identification and tracking. The testing program will consist of tracking precinct rosters as they are distributed to the polling place inspectors and when the rosters are returned to the Department after Election Day. Also, the Department will again use RFID for tracking voting equipment to and from several precincts using a pass through 'gate' or 'portal,' eliminating the need to physically handle or remove items and to scan their attached barcodes using a handheld device.

**K. Releasing Preliminary Results for Ranked-Choice Contests**

The Department will release the first preliminary results report for ranked-choice and non-ranked-choice contests at approximately 8:45 p.m. This report will represent results from the vote-by-mail ballots the Department received before Election Day. Beginning at approximately 8:45 p.m. the reports will include results from ballots cast at polling places. The preliminary results report for ranked-choice contests will provide a snapshot of the results first rank votes for every candidate when applying ranked-choice algorithm to the results from the ballots the Department had processed prior to Election Night. While the Department will implement the ranked-choice algorithm for the first time on Election Night, the Department will not release the tables that indicate how each vote was transferred due to time constraints. The Department will update the non-RCV results report regularly throughout the night until all polling places have reported.

After all polling places have reported, the Department will again release the a preliminary ranked-choice chart report as well as ballot image files. The Department will post all results reports on its website.

The results will be available from the following sources:

- Department's Website – results will be posted on [www.sfelections.org](http://www.sfelections.org)
- San Francisco Government Television – SFGTV, Channel 26, will report results throughout the night
- North Light Court, City Hall – results will be displayed on a large monitor; paper copies of updates will be available at approximately 8:45 p.m., 9:30 p.m., 10:30 p.m., and 11:30 p.m.
- Department's Office, Room 48 –paper copies of updates will be available and also posted outside the Department's office

After Election Day, for any day during which the Department counts ballots, the Department will release updated results at approximately 4 p.m. These subsequent releases will include results from ballots cast at polling places, remaining vote-by-mail ballots, provisional ballots, and write-in votes. The Department will release preliminary results for the ranked-choice and post the ballot image files on every day the Department counts ballots. On the days during which no

ballots have been counted, the Department will post a notice on its website stating there is no updated report available.

#### **IV. Observation Activities**

To the fullest extent allowed by law and by the logistical and security constraints required to preserve the security of the voting systems and the privacy of the voters, the Department will welcome the public to observe the following processes:

##### **Pre-Election**

- Logic & Accuracy (L&A) testing of voting machines, which includes the following:
  - Insight machines (precinct optical scan ballot tabulators)
  - 400-C machines (Vote-by-Mail and precinct ballot optical scan and tabulator)
  - Edge II (a touchscreen machine designed primarily to assist people with specific needs to vote independently and privately at the precinct or early voting counter).
- Receipt and storage of Vote-by-Mail ballots
- Signature/eligibility verification of Vote-by-Mail ballots
- Opening and preparation for counting of Vote-by-Mail ballots
- Poll worker Training Classes

##### **Election Day**

- 573 Polling Place Locations Citywide 7 a.m. - 8 p.m.
- Election Day voting at City Hall 7 a.m. - 8 p.m.
- Processing Vote-by-Mail Ballots in City Hall
- Processing Center at Pier 48

##### **Election Night**

- Vote-by-Mail Ballot tabulating can be viewed through the observation window of the Department of Elections, City Hall, Room 48 where the two monitors provide real-time viewing of tabulation machines operations
- Election Night results can be viewed in the North Light Court at City Hall.

##### **Post-Election – Official Canvass**

- Processing provisional ballots and Vote-by-Mail ballots returned to polling places
- Processing write-in ballots
- 1% manual tally of the precinct ballots and Vote-by-Mail ballots at Pier 48
- 100% manual remake of the precinct Edge II votes into paper ballot based on the Voter Verifiable Paper Audit Trail (VVPAT) printout and tabulated on the 400-C
- Updated results releases at City Hall

The Department will conduct several "Open Houses" to provide the public and the media with the opportunity to observe election preparations and will issue the "Observe Guide" providing general information about observation activities.

The Department will also prepare and issue the "Guidelines for Media and Poll Monitors on Election Day" describing general rules for observing voting activity.

## **V. Voter Outreach and Education**

The Department is responsible for educating San Francisco residents year-round about voting and elections in compliance with various municipal, state, and federal laws and mandates. For each election, the Department devises a specific program plan to inform voters about the scope of the election and types of contests; enable those who are eligible and interested to participate; and, ensure participants are aware of available voting options and assistance.

To prepare voters for the upcoming election, the Department defined three major goals:

1. Make voter registration available to all eligible San Franciscans.
2. Provide full access to information about the voting process for all voters, including those afforded specific legal protections by the Voting Rights Act and other legislation.
3. Continue to explain ranked-choice voting to voters in Supervisorial Districts 1, 3, 5, 7, 9 and 11.

The three major goals will be met using five general strategies:

### **Strategy I. Networking with community-based organizations**

The Department will leverage community expertise and connections by partnering with community-based organizations (CBOs), neighborhood associations, and merchant groups to expand and refine outreach efforts to reach voters efficiently and effectively.

To offer organizations the opportunity to share ideas on how to best reach out to the City's diverse communities to disseminate election-related information, to recommend effective venues for identifying and registering eligible electors, and to provide feedback on how to increase the overall public awareness of and participation in the elections, in January 2012 the Outreach division of the Department established the Community Network that includes representatives of various CBOs.

Approximately 400 organizations in the Community Network provide on-going feedback to the Department on its voter education efforts. The Community Network organizations also host presentations, display election materials, and serve as a trusted source of information to the community.

In the summer of 2012, all Community Network organizations were contacted by mail and e-mail and invited to host presentations, asked to distribute voting information and offer new ideas for reaching the communities they serve. An additional 100 neighborhood associations and merchant groups were invited to join the Community Network prior to the November 2012 election.

In the months leading up to the election, all Community Network representatives will be invited to a series of the meetings to learn election information to share with their communities.



Further, all Community Network organizations will be sent “Be A Voter” posters and flyers, and materials explaining ranked-choice voting. This proactive approach is expected to help blanket San Francisco with election information.

In creating and seeking partnerships, the Department continually bears in mind its responsibility to ensure equal access to the voting process for all voters, such as the Voting Rights Act, the Help America Vote Act (HAVA), and the Americans with Disabilities Act (ADA).

The Department will meet with community leaders who have interests in voter outreach and education to the Chinese- and Spanish-speaking communities to seek collaboration in disseminating election information, increasing voter registration and promoting voting awareness among individuals with limited-English proficiencies.

### **Strategy II. Coordinating outreach efforts with local agencies**

The Department will provide voter education materials to city departments, offices of the members of the Board of Supervisors, the Mayor’s office, and San Francisco Unified School District schools. Members of the civic family will be encouraged to invite the Department Outreach personnel to share voting information at their events and meetings, include election information in their newsletters, and feature links from their websites to the Department’s website.

The Department has been coordinating voter registration efforts for formally or currently incarcerated people with the Public Defender’s, Adult Probation, and Sherriff’s offices.

The Department will provide voter education materials to San Francisco public schools, recreation centers and San Francisco Public Library branches. The Department will partner with San Francisco Municipal Transportation Agency (SFMTA) to facilitate the “Be a Voter” campaign on multiple bus routes and bus shelters in the weeks leading up to the election.

### **Strategy III. Providing multilingual information to the public through scheduled events and presentations**

For the November 6, 2012 election, the Department outreach team will be composed of two English-monolingual employees, two bilingual employees fluent in Cantonese and Mandarin, one Spanish-speaking employee, and one Russian-speaking employee.

When scheduling outreach, public events and locations will be chosen to maximize exposure to diverse communities. That is, the Outreach division personnel will prioritize attending events in communities where there are fewer Community Network partners and scheduled presentations. The Outreach division will consider the 2010 U.S. Census Citizen Voting Age Population (CVAP) data when planning street fairs, community events and other outreach activities targeting areas with the Asian and Latino populations.

### ***Voter registration***

In an effort to provide registration to as many San Franciscans as possible, the Department has been encouraging, training, and making materials available for community-based organizations to conduct voter registration drives. Training for organizations is on-going, with a special voter registration drive training day for Community Network organizations scheduled in September 2012.



The Outreach division will contact organizers of publicized events to offer the Department's assistance with providing registration materials and accurate, nonpartisan information on the upcoming election. In addition to attending community-based organization events, the Department will create registration opportunities where the residents may register to vote, update current registration, and sign up to vote by mail. Locations will include public libraries and BART stations across the city. Additionally outreach at farmer's markets is being expanded in an attempt to reach new and diverse communities of potential voters who do not seek out events dedicated to voting or election information but who can be engaged when their daily activities spontaneously intersect with an outreach opportunity. As the registration deadline approaches, the volume of voter registration opportunities offered by the Department will increase, culminating in a one week "last chance" promotion to the public.

Extra effort will be made to engage voters aged 18 to 24 through outreach at local colleges and high schools, at events frequented by young people, and through technology. Specifically, the Department will work closely with all City College campuses, San Francisco State University (SFSU), the University of San Francisco (USF), Treasure Island Job Corps, the Fashion Institute of Design & Merchandising, and Heald College to conduct voter registration drives and voter education presentations in these educational settings. Additional outreach will be made to the on-campus housing at both SFSU and USF. High school pollworker recruitment and training will continue to encourage voter registration for all those eligible. The Department will continue to utilize *sfelections.org*, the online Voting Toolkit, Facebook, Twitter, and e-mail newsletters to interact with younger voters via virtual outreach.

The Department will continue to coordinate with the community-based organization Computer Technology Network to provide registration opportunities to seniors and adults with disabilities and encourage their participation in the upcoming election.

#### *Scheduled presentations*

Invitation letters were sent to Community Network organizations in July to schedule outreach presentations, voting overview remarks, resource tabling, and voter registration training. Outreach coordinators have been scheduling presentations with organizations that responded to the initial mailing and will follow up with nonresponsive organizations by e-mail and phone as the election approaches.

Typically, outreach presentations last 20-30 minutes. Afterwards, coordinators register voters, distribute materials, and answer individual questions. Presentations vary in content, which allows groups to request information aligned with the needs of their clientele, covering the following:

- Voting Education: "How to Be A Voter" presentation covers who can vote and how to register; what's on the ballot; how to mark a ballot, including ranked-choice ballot; why vote (a conversation led by the host organization); information available in the Voter Information Pamphlet; options for where and when to vote; assistance available to voters with disabilities and voters with limited English proficiency; how to get involved in the election as a poll worker or polling place provider; and dates and deadlines for this election.

- Conducting a voter registration drive: The presentation is given directly to the individuals who will conduct the drive, or as a train-the-trainers session for organizers who want to educate others. The presentation covers topics such as who can circulate registration forms; registration requirements; when to re-register; review of information required on the form from both the voter and circulator; common omissions and mistakes on the registration forms; where and when to return the form; and penalties for noncompliance with regulations.
- Voting Machine demonstrations: For this presentation, outreach coordinators bring an Insight optical scanner—voting machine that reads paper ballots—and/or an Edge II accessible voting machine with touchscreen and audio modes. Using a demonstration ballot, outreach coordinators show how to navigate and vote a ballot, and allow voters to cast practice ballots on the voting equipment so they can feel confident interacting with the technology when voting their official ballot.

#### **Strategy IV. Presenting a multilingual mass media campaign**

To disseminate information on when, where, and how to participate in the upcoming election and ranked-choice voting, the Department will produce and distribute print materials in four languages featuring both general voting and election specific information. In addition, the Department will utilize multiple media tactics, including advertising on Muni buses and bus shelters; sending targeted trilingual mailers to all San Francisco households; providing the Voter Information Pamphlet to every registered voter; and using the Internet, television, newspapers, and radio.

#### **Press**

*Press Releases*—Several press releases on the availability of outreach coordinators to present election information at the public events will be issued in the months leading up to the election.

*Media Interviews* – Interviews will be conducted in English, Chinese, Spanish, and Russian by the outreach coordinators.

#### **Print**

*QR (Quick Response) code*—To create a bridge from the general information provided through mass media to the material available online, the Department will stamp printed media with a QR code. When someone scans or photographs the QR code with an enabled cell phone, the user is taken to the mobile version of the Voting Tool Kit, which features the key information and tools necessary to participate in this election.

*Newspapers*—Print advertising will run in neighborhood newspapers during October. The Department will publish in three independent newspapers: El Mensajero (Spanish), Sing Tao Daily (Chinese), and World Journal (Chinese), and contact the San Francisco Neighborhood Newspapers Association to publish ads in its newspapers.



*Muni Advertising*—During October, the Department will run interior bus cards in English, Chinese, and Spanish on Muni buses and bus shelters throughout San Francisco. English-only advertising will be displayed on the exterior of Muni buses. “Be A Voter” campaign will be placed on routes that include targeted demographics and neighborhoods; information regarding ranked-choice voting will be displayed on bus shelters in Supervisorial Districts 1, 3, 5, 7, 9 and 11.

*Brochure and Poster Distribution*—The Department will produce materials to be distributed and displayed throughout San Francisco. The following materials will be available for download from the Department’s website:

- Be A Voter election flyer
- Be A Voter election poster
- Ranked-choice Voting Explained brochure
- Ranked-choice Voting Explained poster
- Guide to Voting brochure
- Quick Guide (Braille), Guide to Voting (Braille/Large-print)
- Multilingual voter services brochure
- Your Right To Vote poster
- Your Right To Vote: A Guide for Formerly or Currently Incarcerated People brochure

*Citywide Mailer*—In October, San Francisco households in Districts 1, 3, 5, 7, 9 and 11 will receive a trilingual postcard explaining key dates, what’s on the ballot, and how to mark the ranked-choice ballot. Households in remaining Supervisorial Districts will receive a trilingual postcard with the key dates and information about what’s on the ballot.

*Voter Information Pamphlet (VIP)* —The VIP will be mailed to all registered San Francisco voters one month prior to the election. The front cover design will incorporate “Be A Voter” graphics used in outreach materials and advertisements. The back cover will list the voter’s assigned polling place location address as well as an application to vote by mail. In the pamphlet, voters will be provided with:

- their sample ballot,
- candidates’ statements of their qualifications for office,
- information about the duties and compensation of the local elective offices sought by those candidates,
- information about each local ballot measure, including:
  - an impartial summary of the measure, prepared by San Francisco’s Ballot Simplification Committee,
  - a financial analysis, prepared by San Francisco’s Controller,
  - an explanation of how it qualified for the ballot,
  - arguments supporting and opposing the measure, and
  - the legal text of the measure.
- general information about voting or the election, including:
  - important election dates
  - their polling place location

- information about early voting by mail or in person
- access for voters with disabilities
- multilingual voter services
- voting instructions
- frequently asked questions
- voter bill of rights,
- confidentiality and voter records
- how to contact the Department of Elections
- information about any changes in the law or information specific to an election, such as redistricting or ranked-choice voting

*E-mail Newsletters*—Voters who provided an email address when registering to vote will be sent eLetters highlighting key messages about voting by mail, important dates and deadlines, and services provided by the Department.

*“Your Vote is Your Voice” word magnet*—The Department staff will continue to distribute these trilingual magnets at events to draw traffic to the outreach table, and enhance voter awareness of available resources and assistance of the Department.

#### **Strategy V. Creating online, on-demand information and resources**

The Department will utilize an array of interactive tools to engage and inform voters, allow voters to access both their personal voting information, and find details of the upcoming election at their convenience in their preferred language of English, Chinese, or Spanish.

The Department will continue to utilize *sfelections.org*, the online Voting Toolkit, Facebook, Twitter, and e-mail newsletters to interact with all voters via virtual outreach.

*QR (Quick Response) code*—The QR code on all print materials serves as a bridge from the general information provided through mass media to the in-depth material available online. When voters photograph or scan the QR code with an enabled cell phones, they are linked to a mobile version Voting Tool Kit on *sfelections.org*.

*Website*—The Department’s website, *sfelections.org*, is a comprehensive resource for general voter education and information specific to each election. Visitors will find look-up tools that allow 24/7 access to personal information and resources including:

- Registration lookup tool: A voter may check his or her name, address, and political party, and vote-by-mail status are up-to-date.
- Vote-by-mail ballot lookup tool: A voter may check if his or her ballot has been mailed out or received back by the Department.
- Voter Information Pamphlet: A voter may download the version matching his or her precinct’s ballot type, and download a Chinese or Spanish language supplemental Voter Information Pamphlet.
- Voter Information Pamphlet and Sample Ballot Opt Out tool: A voter may opt out of receiving a Voter Information Pamphlet and Sample Ballot by mail.
- Polling place lookup tool: A voter may check the address, building type (e.g., school,

community center) and physical accessibility of his or her assigned “home” polling place.

- Outreach materials: Voters, campaigns, or community-based organizations can find voter education materials for download and contact information for Voter Outreach if they desire a voter education presentation.

*Voting Toolkit*—Within *sfelections.org*, it serves as an umbrella tool that provides the most commonly accessed voter information as well as one location for all of the online look-up tools. This provides voters with easy access to the basic tools necessary to participate in the election: how to register; information about candidates and measures; changes in polling places and precincts; and options for voting early, by mail, or at the polling place.

*Partner Link to the Voting Toolkit*—The Department will provide Community Network organizations and city department with a high resolution “Be A Voter” graphic and URL for them to upload to their websites during the election season, to drive traffic to the Department’s Voting Toolkit and further encourage San Franciscans to vote.

*Facebook and Twitter*—The Department will regularly post and tweet election updates to remind voters about available tools, upcoming deadlines for the election, and encouragement to “Be A Voter”.

*YouTube videos*—The Department will post video versions of general election information PowerPoint slide shows to provide easy visual access for voters who prefer a self-paced, at-home presentation, or who wish to review what they heard at a public event.

## **VI. Customer Service Program for Those Who Seek Public Access to Election-Related Materials and Programs**

In addition to general services provided to customers visiting the Department, the Department operates public telephones Monday through Friday, during normal business hours. The Department has dedicated telephone lines available for staff to provide multilingual voter services in Chinese and Spanish, as well as the ability to provide telecommunication services to the deaf and hearing impaired. During an election, the Department will expand its phone assistance and will operate a seven member public phone bank to answer inquiries. The Department will hire and train bilingual temporary staff to operate the public phone bank beginning three weeks prior to and through Election Day.

For public inquiries and requests in e-mail form, the Department will continue using its established SFVote e-mail system. Customers can write to [sfvote@sfgov.org](mailto:sfvote@sfgov.org) requesting information or assistance with registration, candidate filing, voter data files, and other subjects.



## **VII. Poll worker Recruitment and Training**

### **A. Poll worker Recruitment**

For the November 6, 2012 election, the Department will recruit approximately 3,000 poll workers. Due to anticipated high voter turnout, the Department plans to place one additional clerk to assist with managing voter lines at the sites that have historically high voter turnout (400 or more voters). One additional clerk will also be assigned to the sites requiring three or more bilingual poll workers to meet the provisions of the Voting Rights Act or an additional poll worker to meet the requirements of the Americans with Disabilities Act. The polling places that do not meet one or more of these conditions will be staffed with three Clerks. Inspectors, polling place supervisors, will be assigned to each site.

In addition to 573 Inspectors and nearly 2,200 Clerks that will be assigned to work at the precincts, the Department will recruit 250 stand-by poll workers to station at City Hall for dispatch to precincts as needed on Election Day.

For the upcoming election, the Department plans to select approximately 70% of adult poll workers from a pool of experienced clerks and inspectors and 30% from new applicants. The Department will open the Poll Worker Intake Room to conduct testing and process new applicants on September 10. New poll workers will be recruited through various sources such as Craigslist, community-based organizations, San Francisco State University and the University of San Francisco.

The Department plans to recruit approximately 1,300 high school students to work at the polls. The recruitment will occur at 28 public and private schools in San Francisco in September.

The Department will continue to provide services to limited English proficiency voters and plans to exceed the 3% standard imposed by the California Elections Code, Chapter 4, Article 1, Section 12303 (b)-(c) by placing at least one bilingual poll worker in every precinct where 10 or more registered voters have requested election materials in Chinese or Spanish.

The Department will further target precincts where language assistance may be required by placing Chinese- and Spanish-speaking poll workers in every precinct where 25 or more registered voters were born in Chinese- and Spanish-speaking countries. Additionally, the Department will assign at least 1 bilingual poll worker in every precinct where there are 100 or more registered voters with Chinese or Spanish surnames.

In summary, the Department will assign bilingual poll workers as follows:

- 471 Chinese-speaking poll workers to 356 precincts (62% of 573 precincts)
- 167 Spanish-speaking poll workers to 166 precincts (28% of 573 precincts)

The Department plans to recruit an additional 25 Chinese-speaking standby poll workers and an additional 20 Spanish-speaking standby poll workers to be dispatched to the precincts if needed on Election Day.



## **B. Poll worker Training**

Poll worker training is conducted each election as mandated by the California Elections Code and the Secretary of State's Training Task Force to prepare poll workers for service on Election Day. Poll workers serve from 6 a.m. to approximately 10 p.m. on Election Day.

For the November 6, 2012 election, approximately 3,000 poll workers will be trained in over 130 training classes conducted at several locations near City Hall in the month preceding the election. Additional specialized classes will be held for approximately 100 field support personnel and 250 memory devices and ballot collectors.

### *Training Curriculum and Schedule*

Different class curriculum will be developed to support the training of election workers: Inspectors, New Inspectors, Clerks, New Clerks, High School Student Clerks and Bilingual Clerks who speak Cantonese, Mandarin, Spanish or Russian.

Training for Clerks will begin on Saturday, September 28 and training for Inspectors will begin on Tuesday, October 30.

Training classes will continue to cover the following topics:

- Proper operation of the voting system;
- Rights of voters, including language access rights for linguistic minorities, voters with disabilities, and other protected classes as defined in the federal Voting Rights Act;
- Cultural competency, including adequate knowledge of diverse cultures and languages that may be encountered by poll workers during the course of election day;
- Knowledge of how to offer and provide assistance to voters with disabilities;
- Procedures for vote-by-mail and provisional voting; and
- Procedures for documenting and transferring custody of all election materials at the end of Election Day.

Specifically for the November 6, 2012 election, the training presentation will cover the ballot issuing procedures that will differ for the odd- and even-numbered districts. The information included in the Training Manual, specifically the Inspector Workbook and Clerk Job Cards, will provide instructions for issuing a three-card or a four-card ballot to voters in precincts in even or odd districts, respectively. Although the poll workers will review both sets of procedures in training classes, on Election Day they will be provided with the instructions specific to their precinct assignment.

Additionally, training class curriculum will address the ballot transfer that the poll workers will complete on Election Day. The Inspector Workbook will outline the steps to be taken when performing the ballot transfer, including a scripted announcement informing the public that a ballot transfer is going to occur and the reason for the transfer.

### *Training Methods*

Pollworkers will receive an updated Pollworker Training Manual and multilingual glossary of election terms in class. The training manual and interactive review materials will be available online prior to the start of classes for those wishing to review the material before attending the class.

The online review materials are developed for every election with election specific-content as well as standard procedures. The materials provide a variety of opportunities for pollworkers to review training content, including voting procedures instructional videos, and self-test quizzes.

Classes will be conducted using a standardized PowerPoint presentation explaining the procedures for opening, processing the voters, and closing. Procedures for processing different types of voters will be reinforced using short videos filmed specifically for this election. The curriculum will include a hands-on section that will allow pollworkers to independently count sample unused ballots and other election materials, and count signatures in the Roster.

To refresh pollworkers' knowledge of the voting equipment, the Department will be offering Voting Machine Practice Labs where pollworkers will have the opportunity to complete voting equipment-related procedures on their Job Cards and Inspector workbook independently, as they would on Election Day. The number of labs offered will be increased by approximately 50% to accommodate additional pollworkers.

The Department will continue to offer a supplemental bilingual training class in Cantonese, Mandarin, Spanish, and Russian. The one-hour long bilingual classes in each language will cover specific translation terms and information on how to provide bilingual assistance to voters. The number of bilingual classes will also be increased, and classes will be offered on the weekend.

#### *Post-Election Day survey*

The Department will gather post-election feedback from all pollworkers via an optional online survey hosted by SurveyMonkey. Results will be automatically consolidated into sortable spreadsheets, and the Department will be able to review pollworker responses quickly and efficiently and incorporate the feedback in the future curriculum.

### **VIII. Voting Equipment**

The Department of Elections is required by law to conduct Logic and Accuracy (L&A) testing of all vote-tabulating equipment prior to each election. L&A testing is used to verify that the specific ballot information for each precinct is correct and to check the performance of the vote tabulating equipment. L&A testing ensures that all votes are recorded properly and tabulated accurately.

A Logic and Accuracy Testing Board oversees the testing, approves the test plan and certifies the results of the test. The L&A Board, which is composed of registered voters from different fields of work, is responsible for reviewing and approving the Test Plan, and later, for reviewing and approving the overall result of the test. The L&A Board must approve and certify the testing no later than seven (7) days before the election (California Elections Code Section 15000). After the testing is completed on all the machines, the results are presented to the L&A Board. For the November 6, 2012 election, the L&A Board must approve and certify the test result by October 30.



L&A testing consists of running a set of marked test ballots (using applicable ballot types) through each voting machine and comparing the vote count with predetermined results to verify the accuracy of the formulated software for a specific election.

Testing for the 400-C machines located in the Department's computer room in City Hall and used primarily to tabulate Vote-By-Mail ballots will occur on September 28; testing for the Insights, which are the optical scan tabulators used in each polling place, will occur on October 1 – 10; and testing for the Edge II touch screen machines also placed in each polling place, will occur on October 12 - 19, and the testing for the Edge II machines used for early voting will take place on October 4.

The Department will post a public notice of the scheduled dates for testing at least three days before testing begins.

#### **A. Testing of Voting Equipment Used in Polling Places**

The "Insight" and the Edge II voting machines are stored in the Department's warehouse at Pier 48, Shed B, which is located near AT&T baseball stadium in San Francisco. The warehouse has been renovated to be a secure facility. As a security precaution, all workers and visitors are required to wear an identification badge. During non-working hours, the warehouse is secured by card-keyed locks, video surveillance cameras, motion detectors, and alarms continuously monitored by a security service.

Once test ballots arrive at the warehouse from the printer, ballot test decks are sorted and prepared to begin L&A testing of San Francisco's precinct voting system. At least 573 Insight machines and 573 Edge II machines as well as associated printers, card activators and audio devices that are specific to each of the 573 polling places will be tested for use on Election Day. Additional voting equipment will also be tested to serve as back up or replacement units.

For the Insight machine testing, the memory packs and test decks are sorted first and distributed to each machine to be tested. The testing begins with the specific set of test deck being read into each Insight. Once all the required test ballots have been processed, a tabulation result report is printed from each machine; the report is proofed (compared to a pre-determined results report) for accuracy by the Department staff. After this verification, the information contained in the memory pack is uploaded into the voting system's database for printing test results.

Another precinct report is printed from these uploaded results. The report is proofed for integrity and accuracy by a different review team. After verification of the report, the memory packs are returned to the Insight testing personnel, placed in the Insight machine, and reset to zero values.

Once an Insight has been successfully tested, a serialized seal is attached to the memory pack cover to ensure that no untimely or unauthorized removal of the pack will occur. The Insight is then securely stored by precinct number in preparation for delivery to the precincts; it is now ready for use on Election Day.

The Edge testing involves the running of a vote simulation that automatically casts predetermined votes over a set number of ballots. After the simulation is completed, the Voter

Verifiable Paper Audit Trail (VVPAT) is printed for each machine and then each VVPAT is reviewed to confirm that the results match the pre-determined test results report for the Edge. The testing will also involve doing manual voting by using the touch-screen interface to input test votes to determine whether the machines are properly registering votes.

During this manual interface, other functionalities such as audio and connectivity for assistive devices are tested to ensure that they are working correctly. Language translations will be reviewed and finalized outside of L&A by another group before the testing. This is done for each ballot type. There will be 37 ballot types that will be tested for this Election.

#### **B. Vote-By-Mail Ballot Equipment**

For this election, there are 23 mail-in only precincts. Ballots for these precincts, as well as all Vote-By-Mail ballots, will be tabulated using the 400-C Central Count machine. There are 4 units of these machines and they are located in the Department's computer room in City Hall. The testing of the 400-C machine is conducted similar to the "Insight" testing. Test ballots for a set of precincts that covers all 37 ballot types will be used for the test.

After testing of all the vote tabulating machines is completed, the results are presented to the Logic and Accuracy (L&A) Testing Board for approval and certification. The L&A Board must certify and approve testing results no later than seven (7) days before an election.

### **IX. Polling Places**

#### **A. Delivery of Voting Equipment and Election Materials to Polling Places**

Prior to Election Day, the Insight, Edge II, red boxes, blue boxes and additional supplies are delivered to the 573 polling places throughout San Francisco. After scanning the bar codes on each of these items that indicate the precinct numbers to which the equipment is assigned, warehouse staff pull the Insights and place them on rolling racks, organized according to predetermined delivery routes. The Insights are then double-checked by Department staff prior to being loaded on the proper delivery trucks. Department staff and delivery vendor staff together double check the Insights, using a route sheet, as they load the trucks. The Edge II is left in a "banker's bag" that is sealed with a serialized lock, which is verified by the Inspector on Election Day. Department and delivery staff cross check the Insight and Edge II precinct number and the address of the facility against the route sheet. After confirming the information is correct, they initial each other's route sheets for accountability.

#### **B. Retrieval of Voting Equipment and Election Materials from Polling Places**

The day after the Election, the Department in conjunction with Dominion Voting Systems and a moving company, begins retrieving the voting equipment, including the Edges, Insights, and red supply boxes and will continue to do so through the following Sunday. Staff searches each polling place for any election-related materials that may have been overlooked on Election Night. If any materials are found, they are placed in the red supply box.

Upon arrival at Pier 48, the red boxes, blue boxes and Edges are scanned in and stacked in a secure area of the warehouse; grey bins with corresponding Insights are also scanned in and lined



up numerically in rows. In addition to the barcode scan, a manual tally is kept to account for each Insight.

The contents of each red box are searched for any ballots and rosters that may have been placed there. Department staff record on a spreadsheet the number of ballots, the precinct number of the red box they were found in, and whether or not they have been voted. Ballot stubs and registration cards are also collected.

Concurrently, each Insight auxiliary bin and bins #1 and #2 are unlocked and thoroughly searched. If and when ballots are found, the precinct number, the bin they were found in, the amount and whether or not they were voted, is recorded on the same spreadsheet.

When all of the bins and red supply boxes have been searched, the ballots, stubs and registration cards that were found, are then placed in a red transfer box and the lid is sealed. The Department personnel sign and place a seal on the lid of the boxes to ensure the containers are sealed. A copy of the spreadsheet is taped to the top of the box.

Two members of the Department staff then bring the box to the canvass supervisor, and they all sign the chain of custody form.

## **X. Ballots**

### **A. Vote-By-Mail Ballots**

- Sealed Vote-By-Mail ballots are sent from the printer to the USPS main office on Evans Street in San Francisco for mailing which can begin on October 8, 2012.
- Subsequent requests for Vote-By-Mail ballot will be mailed as the Department receives applications.

### **B. Vote-By-Mail Generic Ballots**

- Unvoted Vote-By-Mail generic ballots used at the Department's early voting counter in City Hall will be secured in City Hall Room 59.

### **C. Returned Vote-By-Mail Ballots**

- The Department will securely store all voted Vote-By-Mail ballots in the Department's office at City Hall Room 48.

### **D. Precinct Ballots and Precinct Generic Ballots**

Unvoted precinct and precinct generic ballots will be delivered to the Department's warehouse on Pier 48 where Department staff will perform an inventory audit of the ballots received and will conduct a quality control check for correct print of precinct numbers, ballot types, ink, etc. On October 27 and 28, the Department staff will transport the ballots, packaged specifically for each precinct, to Brooks Hall for distribution to polling place Inspectors from the City Hall Cafeteria and City Hall Room 34.

Supply Bags with precinct ballots will be distributed to the polling place Inspectors upon their completion of training classes beginning Tuesday, October 30 through Saturday, November 3. If

Inspectors cannot pick up their ballots after training class, the Department may deliver the ballots and supplies to their residences.

## **II. Election Night: Transporting and Securing Precinct Ballots after the Polls Close**

At the close of voting, voted ballots must be removed from the Insight optical scan tabulator and the Red Box and readied for transport to the Department's warehouse at Pier 48. Poll workers are to reconcile the number of remaining unused ballots with the number delivered to the precinct and the number used on the Posted Ballot Statement (PBS). A copy of the PBS must be posted outside each polling place along with the Insight results tape. Poll workers must take down the voting booths and ready the equipment and supplies for later pick up.

The poll workers will remove the memory devices from the Insight and the Edge II touch screen and ready them for retrieval by Parking Control officers from the Department of Parking and Traffic and then transported to City Hall. The ballots and Voter Verified Paper Audit Trail (VVPAT) memory devices will be taken to the Department's Processing Center at Pier 48 by Deputy Sheriffs.

Sheriff's Deputies will retrieve the voted, unvoted, Provisional and Vote-By-Mail ballots, and transport these items to the Department's Processing Center at Pier 48. Sheriff's deputies will escort the transport of these ballots to the Department's office in City Hall the day after the election. Department staff are to process all Provisional and Vote-By-Mail ballots to determine whether they can be accepted or must be challenged. Challenged ballots are neither opened nor counted whereas accepted ballots are opened, extracted and prepared for tabulation. State election law allows 28 days following an election for the election official to conduct the official canvass and certify the election results.

## **III. Vote Counting**

### **A. Counting Vote-By-Mail and Early-Voting Ballots**

Each Vote-By-Mail ballot packet the Department mails to voters includes a postage-paid return envelope. The return envelope includes a designated space for voters to sign and printed on each envelope is a label with the voter's name and address. Upon receipt, the Department compares the signature on the return envelope to the image file scanned from signature affixed to the voter's registration card which the Department keeps on file. After the signature comparison, the voter's voting history is updated. Properly submitted ballots are then sorted by precinct.

Bins of sorted Vote-By-Mail ballots are then opened by a worker who slides the envelope through a slicing machine, and extracts the ballot. Throughout this period, the side of the envelope with the voter's identifying information is kept facing downward so as to protect the voter's privacy. Extracted ballots are then delivered to the Central Count location in City Hall.

The polling place roster will indicate whether the Department issued to a voter a Vote-By-Mail ballot approximately ten (10) days or more prior to the election. If the voter has requested a Vote-By-Mail ballot, this too will be noted in the roster and the voter will have to surrender the Vote-By-Mail ballot before being issued a precinct ballot or the voter will have to cast a provisional ballot. The Department also provides to each polling place a supplemental list of



voters who requested Vote-By-Mail ballots and which is printed the day before Election Day. The poll workers use this supplemental list to update the rosters with the most recent information possible.

- The Department of Elections begins processing Vote-By-Mail ballots after the mailing of Permanent Vote-By-Mail ballots on October 8 by reviewing the signatures on the envelopes upon their arrival. The Department can begin opening the envelopes seven business days before the election – October 30.
- For this election, Vote-By-Mail ballots are to be processed at the Central Count location in the Department's computer room in City Hall using the 400-C optical scanning machines. After the ballots are verified, the Ballot Distribution division receives the accepted ballots. The ballot envelopes are then sorted by precinct number, opened, and extracted in Room 59 in City Hall. Once the ballots are removed, they are prepared for counting in the Department's Computer Room; header cards are placed between each precinct and log sheets are completed for each box of voted ballots. When ballots are moved from Room 59 to the Computer Room, a transport log is used to ensure the chain of custody. During ballot counting, any ballot that cannot be processed by the 400-C machine is set aside for manual review and "remake" if required. The 400-C machines also separate write-in ballots which will require manual review and tally.
- During the canvass process, ballots from the Insight auxiliary bin are also reviewed. Once the Department determines during the canvass, the process of reconciliation and review of all election materials sent to the polling places, that the auxiliary bin ballots have not been counted by the Insight on Election Day at the polls, the ballots are transported to the Central Count location in City Hall. They are then processed through the 400-C machines, similar to the way Vote-By-Mail and Provisional ballots are counted.

### **B. Counting Precinct Ballots**

Precinct ballots are scanned at the polling places after voters place their voted ballot cards into the Insight machines. The vote is tallied and stored in the memory pack in each Insight. Also, the votes cast on the Edge II touch screen are stored on a memory device. The memory packs from the Insight and the memory cartridges from the Edge II will be retrieved by Parking and Control Officers from the Department of Parking and Traffic and transported to City Hall. The memory pack information from the Insights will be uploaded into the tabulation database; however, the information from the Edge memory device will not be uploaded and used as official tallies. The paper ballots and VVPATs will be transported to Pier 48 by Deputy Sheriffs and the votes recorded on the VVPATs will be remade onto paper ballot cards at Pier 48. These paper ballots will be counted using the 400-C machines at City Hall.

### **C. Counting Provisional Ballots**

San Francisco will use 37 ballot types for this election. Provisional envelopes contain the ballots of voters whose names did not appear on the roster or who voted at the wrong precinct. Provisional ballots require individual review by a Department employee who compares the signature on the envelope to the voter's signature on the affidavit of registration on file. This process is performed by using the registration database to identify the voter and determine whether the voter is registered and which ballot type the voter should have voted according to the voter's current residential address. The database is programmed to compare whether the ballot type issued to the voter is the ballot type the voter is entitled to vote, in which case all of selections for the candidates and measures will be counted for the entire ballot. The "Help America Vote Act" (HAVA) and California Election Code Section 14310 (3)(b) state, "If the ballot cast by the voter contains candidates or measures on which the voter would not have been entitled to vote in his or her assigned precinct, the elections official shall count only the votes for the candidates and measures on which the voter was entitled to vote in his or her assigned precinct." Provisional ballots are challenged and will not be counted for the following reasons:

- Identity of the voter cannot be determined;
- Envelope is not signed;
- Envelope is not sealed;
- No residential address provided;
- Signature does not compare or match to the voter registration on file;
- No ballot is enclosed; and/or
- The signature is printed.

Provisional voting on the Edge II will involve issuing the voter with a voter card that is activated for Provisional voting only. The card activator will indicate a reference number on its display which will be noted by the poll workers on the Provisional envelope. This number will be used to reference that ballot during tabulation once it is accepted to be included in the election's tallied results.

### **D. Counting Ballots with Write-in Votes**

See Attachment, Appendix 1, for the Department's procedures for reviewing all ballot cards with write-in votes and tallying votes for qualified write-in candidates.

## **XIII. Remaking Ballots**

Under certain circumstances, when a ballot is lawfully cast but unreadable by the vote counting equipment, the Department of Elections must "remake" the ballot so it can be read and processed by the equipment. For example, ballots that are torn, bent, folded, dirty, damp or damaged must be remade (California Elections Code Section 15210). The remade ballot must reflect the voter's intent insofar as the voter's intent can be determined from the defective ballot. The unreadable ballot is called the "original." The duplicate ballot is called the "remake."

This process will take place in the Department's conference room in City Hall beginning approximately one week before Election Day and may continue until the election is certified. Votes recorded on the VVPAT from Edge II touch screens are remade onto paper ballot cards at



Pier 48 beginning Thursday, November 8. The remake process, like all aspects of ballot processing, is open to the public.

**A. What ballots require a remake?**

All Vote-By-Mail (VBM), and Provisional (PV) ballots (together with any precinct ballot cards that were not processed on an Insight machine at the polling place and the Edge remade ballots) are processed using the 400-C machine. For any ballots that the Central Count 400-C machine outstacks (meaning not processed) for some reasons (like overvoted, undervoted, and not readable), the ballots must be reviewed by a Remake Team to determine whether a remake is necessary.

However, before the VBM and PV ballots are processed on the 400-C machines, these ballots are initially screened (visually) for obvious defects that may prevent the 400-C machines to read them accurately. Ballots falling in this category are collected even before they are read on the 400-C machines and are set aside for remake. Some of the common examples of these defects are as follows:

- The ballot card is torn.
- The ballot card is ripped.
- The ballot card is bent, folded, creased or wrinkled.
- The ballot card is damp, dirty or sticky.
- The ballot card precinct number does not match the precinct number in the envelope.

Ballots that pass this initial screening are then processed on the 400-C machines. The machines have parameter settings that instruct the machines to outstack unreadable ballots, overvoted ballots, fully undervoted ballots, and ballots with write-ins. This instruction on the machine is to give Department staff another chance to manually review each ballot and verify if they are truly overvoted, truly undervoted, and to check for any conditions that would require a ballot to be remade.

Each Remake Team consists of four members – two Screeners, and two Markers. The Screeners determine which ballots requires a remake and how the remake should be done. Working together, the two Screeners review every contest on each ballot to determine whether a remake is necessary as they separate them into three bins for three categories:

- a. Ballots requiring a remake
- b. True Overvoted Ballots
- c. True Undervoted Ballots

**Note: Remake Team training.**

All members of the Remake teams are given formal training on the different conditions that would require a ballot to be remade. During this training they are also taught on how to correctly interpret voter's intent and properly mark the duplicate ballot according to the provision of the Election Codes and guidelines issued by the California the Secretary of State's office.

The training relies not only on having printed reference material but mostly on visual examples using PowerPoint presentation. There is also a test given to each member to gauge how much they learned and also to determine if there is a need to review any particular portion of the

training. The Department believes that all members must be very well versed on the various conditions so that the interpretation of vote marks is correct and consistent for all members.

#### **B. Determining which outstacked ballot card requires a remake**

For ballots to require a remake, the two Screeners must look at every card and contest and must both agree that the conditions for a remake as provided in the guidelines are met. Some common scenarios for a remake are given below. A more complete list of conditions can be found in the SOS Uniform Vote Counting Standards.

A ballot card must be remade if:

- The voter used a pencil or pen that cannot be detected by the vote counting equipment (which would be outstacked as an undervoted card); and/or
- The voter failed to mark the ballot by connecting the head and tail of the arrow (as directed in the voting instructions) but instead used an incorrect mark, and used the same incorrect mark consistently for every contest.

Examples of incorrect marks are:

- The voter circled the candidate's name;
- The voter circled part or all of the arrow;
- The voter underlined part or all of the arrow;
- The voter made an "X" through the arrow;
- The voter used the space provided for write-in candidates for each contest to write in the name of a candidate whose name is actually printed on the ballot;
- The voter marked the ballot by connecting the head and tail of the arrow next to the name of a single candidate, and in addition used the space provided for write-in candidates for the contest to write in the name of the same candidate; and/or
- The voter marked the ballot by connecting the head and tail of the arrow next to the name of a single candidate, and connected the arrow next to the name of another candidate for the same office but then crossed out that mark.

Examples of Incorrectly-Marked Ballots that do not require a remake:

The following are examples of incorrectly marked ballots that are not remade (California Elections Code Sections 15342 and 15208). These are votes that are not cast according to state law and for that reason the votes are invalid and may not be counted.

- The voter marked the ballot with a sticker or stamp to indicate the name of a write-in candidate;
- The voter wrote in the name of a qualified write-in candidate but failed to connect the head and tail or the arrow pointing to the space for write-in candidates.

Recent changes to state law removed the requirement that a ballot with identifiable marks or information be voided. Further, it requires election officials to separate the ballots with identifiable marks and duplicate them onto the new ballots.

If the Screeners have any questions about whether a ballot must be remade, they should address their questions to the Department Manager supervising the remake process (the "Manager"). If a



question cannot be resolved by reviewing the remake guide, the question must be resolved by the Manager in consultation with the Director of Elections.

### **C. Determining the Valid and Invalid Marks for remaking**

The remake ballot must reflect the voter's intent. The two Screeners, again working together, must determine the voter's intent from the original ballot. If the Screeners have any questions about the determination of voter intent, they should address their questions to the Manager supervising the remake process. The question must be resolved by the Manager in consultation with the Director of Elections.

Once the Screeners determine that a remake is necessary and that the voter's intent is clear, they proceed to stamping the vote marks on the original ballot. A stamp of "Duplicate" on a vote mark means that the vote mark should be copied to the duplicate ballot. A stamp of "Void" on a vote mark means that the vote mark should not be copied on the duplicate ballot. Both Screeners must agree on the interpretation otherwise they would need to refer their interpretations to the Manager (as stated previously). These stamp marks would be the basis for the Markers when remaking the ballot.

All remake ballots will be placed in boxes and batched accordingly. Staff are assigned to log and monitor these boxes. These boxes are later transferred to the remake room. The lead staff will assign a box to 2 Markers who will then give it back to the Lead staff once they are done remaking the ballots for that box. Each team of 2 Markers will work on one box of ballots at a time.

### **D. Marking the Duplicate Ballot**

Upon receiving a box of ballots to be remade, the markers must get the corresponding blank duplicate ballot cards first. Either they get these themselves from the carefully arranged ballot shelves or another group will provide it for them. Working together, the two Markers must duplicate the votes cast on the original ballot on the remake ballot. The remake must reflect the intent of the voter, as determined by the Screeners (stamp marks). The Markers use ballot pens (same ones issued at the polling place) provided by the voting system vendor to ensure that the marks can be read by the vote count equipment. They are not allowed to make any marks on the original ballot or any extra marks on the duplicate ballot other than those determined by the Screeners and the reference code described below.

Before the Markers start duplicating the ballots, they are instructed to mark the bottom part of original ballot and its corresponding duplicate ballot with the same reference code. All duplicate ballots are clearly stamped "Duplicate". The Markers must code both the original ballot and the duplicate with the following information:

- "V" to indicate that the original was a Vote-By-Mail ballot;
- "PV" to indicate that the original was a Provisional ballot;
- "E" to indicate that the original vote was an Edge ballot;
- "PCT" to indicate that the original was a polling place ballot;
- Precinct number;
- Initials of the person marking the remake;
- Date the remake was made; and



- Number of the remake ballot in sequence number.

For example: For a Vote-By-Mail ballot, precinct number 3254, remade by MM on 11/20/10, where the remake was the first remake in a sequence starting with the number 001 (and continuing with 002, 003, etc.), both the original and remake would include the following coding:

AV 3254 MM 11/20/10 001
-------------------------

Going through each ballot card, the Marker must look for the stamps “Duplicate” and “Void”. He verifies if the interpretation is correct then proceeds to copy all the vote marks stamped “Duplicate” and disregard the vote marks stamped “Void”. Most of the “Void” stamps would be for stray marks, dirt, smudges, bleed through, and even holes that happen to be in between the arrows (thus, registering vote mark as the machine scans it). The other Marker then verifies the first Marker duplication and checks for any errors.

As the Markers make the duplicate, they will place the original ballots and the duplicate ballots in two separate piles. They are instructed to keep all the original ballots in one pile and not mix them up with the duplicate ballots. The original and duplicate ballots are then transferred to the Lead staff custody.

#### **E. Random checking**

The Lead Staff will randomly select finished boxes (of remade ballots) and together with its corresponding original ballots give it to another team of two staff (could be Screeners or Markers). The team will conduct quality control check once more on every ballot in that box to verify the duplication is 100% accurate.

The Department will determine what percentage of the remade ballots will be subjected to this random checking. The percentage may change during the course of the remake period depending on the number of errors found. The more errors are found, the higher the percentages will be and vice versa.

#### **F. Processing the Duplicate Ballots**

All duplicate ballots will be transferred again to the Computer room in batches on a daily basis for processing on the 400-C machines. All the corresponding original ballots will be transferred to Room 59 for archiving (they will later be transferred to Pier 48 Warehouse for storage). The duplicate ballots will be sorted by precinct and then processed on the 400-C.

Staff will be monitoring the ballot card counts all throughout the remake process to keep track of how many cards were for remake, how many cards were remade, how many remade ballots were processed, how many cards left to be remade, and how many remade cards left to be processed.

#### **G. When is the Remake Process Completed?**

The remake process continues until all ballots have been examined and, if necessary, remade. The remakes are then counted and tabulated by precinct by the 400-C equipment. All ballots must be processed, counted and tabulated within 28 days of the election.

#### **XIV. Ballot Processing Schedule**

**A. Vote-by Mail Ballots:** On Election night, the Department plans to have processed the vote-by-mail ballots that it receives prior to Election Day and reported that evening. By the Friday after Election Day, the Department plans to have tabulated the vote-by-mail ballots received on Election Day in the mail and those ballots that voters dropped off at polling places.

**B. Touch Screen Ballots:** The Department will review the votes cast on the touch screen equipment starting on Thursday, November 8, at the Department's warehouse on Pier 48. At this time the Department will begin to transfer the votes recorded on the Voter Verified Paper Audit Trails attached to each touch screen unit onto paper ballots which will be then tabulated in the Department's computer room in City Hall.

**C. Provisional Ballots:** The Department plans to complete the review and tabulation of accepted, or, valid, provisional ballots by Friday, November 16.

#### **XV. Reporting Election Results**

##### **A. Reporting Results on Election Night after the Close of Polls**

After the polls close, the Department will first release results at approximately 8:45 p.m. which will represent the tallied results from the Vote-By-Mail ballots received before Election Day. The Department will implement the ranked-choice voting algorithm using the votes cast on the vote-by-mail ballots to provide the first preliminary ranked-choice voting report. The Department will tabulate and release results from votes cast at the polling places as they become available until 100% of precincts have reported. After all polling places have reported, the Department will release a second preliminary ranked-choice chart report as well as post the ballot image files for the ranked-choice contests on the Department's website. The Department will release the reports that show the round-by-round re-distribution of ranked-choice votes beginning on Wednesday, November 7, 2012.

The results will be displayed on a large-screen television in the North Light Court in City Hall, SFGTV Channel 26, and on the Department's website: [www.sfelections.org](http://www.sfelections.org).

##### **B. Updates: Reporting of Results after Election Day**

The Department will report results on a near-daily basis around 4 p.m. for up to three weeks following Election Day. The subsequent releases will include results from votes cast at the polling places, remaining Vote-By-Mail ballots, and Provisional ballots. The Department will release final election results no later than 28 days after the election.

After Election Day, for any day during which the Department counts ballots, the Department will release updated results at approximately 4 p.m. These subsequent releases will include results from ballots cast at polling places, remaining vote-by-mail ballots, provisional ballots, and write-in votes. The Department will release preliminary results for the ranked-choice and post the ballot image files on every day the Department counts ballots. On the days during which no ballots have been counted, the Department will post a notice on its website stating there is no updated report available.

## **XVI. Canvass of Election Materials: Final Report and Certification of Election Results**

California election law requires an official canvass, which is an internal audit of the election to ensure the accuracy and validity of the results. This entails numerous manual processes that verify the accuracy of the computer count, including a hand tally of ballots cast in 1% of the polling places and 1% of the Vote-by-Mail ballots cast. State election law allows 28 days following the election for the Department to conduct the canvass and certify the results. The canvass is open to the public. The California Elections Code requires the official canvass to begin no later than the Thursday following Election Day.

Official canvass tasks include, but are not limited to the following:

- Inspection of all materials and supplies returned from polling places;
- A reconciliation of the number of signatures on the roster with the number of ballots recorded on the ballot statement;
- In the event of a discrepancy in the reconciliation, the number of ballots received from each polling place shall be reconciled with the number of ballots cast, as indicated on the ballot statement;
- A reconciliation of the number of ballots counted, spoiled, canceled, or invalidated due to identifying marks, overvotes, or as otherwise provided by statute, with the number of votes recorded, including Vote-By-Mail and Provisional ballots, by the vote-counting system;
- Processing and counting any valid Vote-By-Mail and Provisional ballots not included in the semifinal official canvass;
- Counting any valid write-in votes;
- Remaking any damaged ballots, if necessary; and
- Reporting final results to the governing board and the Secretary of State, as required.





## **PROCEDURES FOR PROCESSING WRITE-IN VOTES**

In the State of California, each voter is entitled to write the name of any candidate for any public office on the ballot of any election. The State has established guidelines for the processing of write-in votes. California Elections Code section 15342 states that:

Any name written upon a ballot for a qualified write-in candidate, including a reasonable facsimile of the spelling of a name, shall be counted for the office, if it is written in the blank space provided and voted as specified below:

(a) For voting systems in which write-in spaces appear directly below the list of candidates for that office and provide a voting space, no write-in vote shall be counted unless the voting space next to the write-in space is marked or slotted as directed in the voting instructions.

(b) For voting systems in which write-in spaces appear separately from the list of candidates for that office and do not provide a voting space, the name of the write-in candidate, if otherwise qualified, shall be counted if it is written in the manner described in the voting instructions.

(c) The use of pressure-sensitive stickers, glued stamps, or any other device not provided for in the voting procedures for the voting systems approved by the Secretary of State to indicate the name of the write-in candidate are not valid, and a name indicated by these methods shall not be counted.

(d) Neither a vote cast for a candidate whose name appears on the ballot nor a vote cast for a write-in candidate shall be counted if the voter has indicated, by a combination of marking and writing, a choice of more names than there are candidates to be nominated or elected to the office.

(e) All valid write-in votes shall be tabulated and certified to the elections official on forms provided for this purpose, and the write-in votes shall be added to the results of the count of the ballots at the counting place and be included in the official returns for the precinct.

(f) In the event of a manual recount, this section shall be liberally construed to ensure that each ballot is counted if the intent of the voter can be determined, regardless of whether the voter has complied with the voting instructions.

The City and County of San Francisco Department of Elections follows these guidelines in the design of the procedures for processing voted ballots with write-in votes.



## **Section 1: Vote-by-Mail Ballots/ Provisional Ballots/ Auxiliary Bin Ballots**

### **Initial Sorting**

Vote-by-mail ballots are processed at City Hall in the Department of Elections' computer room using the 400-C Central Count System. Provisional ballots, once determined to be valid, are also processed using the 400-C. In addition, any ballot cards remaining in the Auxiliary Bin of an Insight voting machine after the close of polls are processed using the 400-C, after verification that the cards were not counted at the polling place.

Write-in votes may appear on two different types of ballots: those with ranked-choice voting contests and those with conventional non-ranked-choice voting contests. The 400-C routes each non-ranked-choice voting ballot card with at least one write-in vote to a write-in tray, separate from the other ballot cards.

All vote-by-mail, provisional and auxiliary bin ballot cards that have at least one write-in vote are collected and delivered to the write-in processing area in City Hall. Vote-by-mail ballot cards and ballot cards from mail-only precincts are kept together, while the provisional and auxiliary bin ballot cards are each kept separate.

## **PROCESSING BALLOT CARDS WITH WRITE-IN VOTES**

### **I. Reviewing Vote-by-Mail Ballots / Provisional Ballots / Auxiliary Bin Ballots**

#### **Teamwork**

All work on write-in votes is done in teams. For the sorting step, two staff members work together to check the write-in votes and must agree on a determination of the validity or invalidity of these votes. For the review step, a different pair will check the first pair's work.

For the unofficial tally of write-in votes, which is only performed for non-RCV ballots, a team of four works together to observe and record any valid write-in votes.

#### **An Important Note on Overvotes**

When a voter casts a ballot where the votes in a contest exceed the number of votes permitted, none of the votes in that contest can be counted. This is an overvote. At a polling place, the voting machine will return this ballot and print a message notifying the voter of the overvote, and the voter may choose to mark a new ballot.

However, a voter who has voted via a mailed ballot, voted provisionally, or voted using the Auxiliary Bin has not been given the opportunity to correct the overvote. For this reason, in the event of an overvote in which a candidate listed on the ballot is selected and the same candidate is also indicated as a write-in vote, this should be accepted as a valid write-in vote for that candidate, rather than treated as an overvote.

## II. Sorting Non-RCV Ballots:

To sort the ballot cards you will need:

- A box labeled "Valid"
- A box labeled "Invalid"
- The *List of Qualified Write-In Candidates*, if there are qualified write-in candidates in this election; or, the *Unofficial Tally Sheet for Write-ins*, which lists all the candidates that appear on the ballot and any qualified write-in candidates.

a. Beginning with the first precinct, review each ballot card, checking each contest with a write-in vote. **If there are any questions about the determination of voter intent, address them to the Department of Elections manager supervising the write-in review process.**

1. Is it an overvote?

- If the number of votes for different candidates exceeds the number of candidates to be elected for that office, an overvote exists and none of the votes for the office may be counted. Place these cards in the invalid box.

2. Is it a valid write-in vote?

- Compare write-in votes with the list of candidates for that contest on the write-in tally sheet. If the name written in is not on the list, the vote is invalid.
- If the name is on the list but the write-in is not made in the space(s) provided, the vote is invalid.
- If the arrow next to a write-in name is not connected or not marked in any way, the vote is invalid.
- If the write-in vote is for a qualified candidate for the office, place the card in the valid box.
- If, after each contest has been examined, all write-in votes on a card have been determined to be invalid, place the card in the invalid box.

NOTE 1: Some cards may have both valid and invalid write-in votes on the same card; these should be placed in the valid box.

NOTE 2: Cards that were found in Bag 1 but clearly have no write-in votes will be set aside for review by the Canvass Supervisor and possible inclusion in the tally of regular voted cards. These cards will be stored separately from the other ballot cards in a box labeled "No Write-ins", to facilitate reconciliation.

b. Continue processing all cards for precinct as described above, and then proceed with subsequent precincts. Keep stacks of ballot cards in order by precinct number.

### III. Reviewing Non-RCV Ballots

After the first check is complete, the teams will change stations for a second review and simultaneous stamping of the ballot cards.

- a. Beginning with the first precinct, review each card according to the same criteria used in the first sorting step above. **If there are any questions about the determination of voter intent, address them to the Department of Elections manager supervising the write-in review process.**
  1. Are all the write-ins on the card invalid?
    - If all of the write-in votes that appear on a card are invalid, stamp "INVALID" on the masthead of the ballot (the top part), in a place where the stamp is easily visible. Then return the card to the invalid box, keeping all cards in precinct order.
  2. Are all the write-ins on the card valid?
    - Stamp "QUALIFIED" **below** each valid write-in name and return the card to the valid box, keeping all cards in precinct order.
  3. Are there both valid and invalid write-ins on the card?
    - If there are both valid and invalid write-in votes on a card, stamp "INVALID" directly over the invalid write-in space, **but avoid the voting arrow**. Stamp "QUALIFIED" **below** each valid write-in name. Do not stamp "INVALID" on the top of the ballot card. Return the card to the valid box, keeping all cards in precinct order.

NOTE: Cards that were found in Bag 1 but clearly have no write-in votes will be set aside, in precinct order, for review by the Canvass manager and possible inclusion in the tally of regular voted cards. These cards will be stored separately from the other ballot cards, to facilitate reconciliation.

- a. Continue processing all ballot cards for as above. Keep stacks of ballot cards in order by precinct number.

### IV. Unofficial Tally of Write-In Votes (Applies to All Non-RCV Ballots with Write-Ins)

After sorting and stamping are complete, a team of four will record the valid write-in votes from non-RCV ballot cards:

- a. After all of the ballot cards with write-in votes have been reviewed and separated, begin a tally of votes for qualified write-in candidates. This tally will be recorded on the Unofficial



Tally Sheet for Write-Ins, with the appropriate box checked indicating the source of the ballots ("Vote-by-Mail Ballots," "Provisional Ballots," or "Auxiliary Bin Ballots.").

- b. The recording team will consist of four people: the Caller, the Observer, and two Recorders. In addition, the Monitor will oversee the workflow.
- c. The team will work one precinct at a time, one card at a time.
- d. First, the Caller will read aloud the precinct number, the card number (if applicable), the contest that contains a valid write-in vote, and the name in the write-in space.
- e. The Observer, who sits close enough to the caller to be able to read the ballot, will ensure that the Caller is correct. If there is any discrepancy, the Observer will call for a stop and correct the Caller.
- f. When the Caller reads the name on the card, each Recorder will look for the candidate's name on the Unofficial Tally Sheet for Write-Ins. This sheet lists only qualified write-in candidates (candidates whose names already appear on the ballot plus certified write-in candidates) for each contest. Each recorder will write the corresponding precinct number on the tally sheet, in the first available slot next to the candidate's name.
- g. This process will continue until each contest with a valid write-in vote has been recorded.
- h. Continue until all ballot cards with write-in votes have been processed.
- i. Each Recorder will then enter the total number of votes for each qualified write-in candidate for each contest and check them against the other recorder's numbers. There should now be two identical, simultaneously generated Unofficial Tally Sheets for Write-Ins, one from each Recorder.
- j. If the two Unofficial Tally Sheets do not match, the ballot cards will be reviewed until the cause for the discrepancy is determined and the discrepancy is resolved.

## **V. Official Count of Write-In Votes**

Once all of the ballot cards with write-in votes have been processed, the results recorded on the Unofficial Tally Sheets for Write-Ins will be reviewed by the MIS division and manually added to the vote totals, by precinct, for inclusion in the Official Election Results.

Upon the Director's certification of the final Canvass report and Official Results, the Canvass is complete and the results are presented to the Board of Supervisors as official, and in the case of federal or state elections, reported to the California Secretary of State.

## **Section 2: Precinct Ballots (Ballots cast on Election Day at a regular polling place)**

### **Initial Sorting**

Precinct ballots are processed in each polling place using an Insight optical scan voting machine. The Insight machines route each ballot card with at least one write-in vote to its internal Bin 1. Bin 1 is lined with a plastic bag, and after closing the poll, poll inspectors remove this bag with the ballot cards contained inside and seal it for transport to the Pier 48 warehouse. This is Bag 1.

During Canvass, Bag 1 is separated from each precinct's Rice Bag and placed in a designated area. The write-in staff is provided with a list of the number of cards with write-in votes processed by the Insight machine, listed by precinct. The staff checks the number of cards in Bag 1 against the number on the list, while simultaneously confirming that the cards have write-in votes.

Bags that pass this review are placed in a designated area for further processing. Bags with an incorrect number of cards are placed in a designated area for investigation.

**NOTE:** During the course of the Canvass, cards with write-in votes may be found from sources other than Bag 1's. These cards are to be combined with the Bag 1 write-in ballot cards and processed accordingly.

## **PROCESSING OF BALLOT CARDS WITH WRITE-IN VOTES**

### **Teamwork**

All work on write-in votes is done in teams. For the sorting step, two staff members work together to check the write-in votes and must agree on a determination of the validity or invalidity of these votes. For the review step, a different pair will check the first pair's work.

For the unofficial tally of write-in votes, which is only performed for non-RCV ballots, a team of four works together to observe and record any valid write-in votes.

### **I. Sorting Non-RCV Ballots:**

To sort the ballot cards you will need:

- A box labeled "Valid"
- A box labeled "Invalid"
- The *List of Qualified Write-In Candidates*, if there are qualified write-in candidates in this election; or, the *Unofficial Tally Sheet for Write-ins*, which lists all the candidates that appear on the ballot and any qualified write-in candidates.



- a. Beginning with the first precinct, review each ballot card, checking each contest with a write-in vote. **If there are any questions about the determination of voter intent, address them to the Department of Elections manager supervising the write-in review process.**

1. Is it an overvote?

- If the number of votes for different candidates exceeds the number of candidates to be elected for that office, an overvote exists and none of the votes for the office may be counted. Place these cards in the invalid box.

2. Is it a valid write-in vote?

- Compare write-in votes with the list of candidates for that contest on the write-in tally sheet. If the name written in is not on the list, the vote is invalid.
- If the name is on the list but the write-in is not made in the space(s) provided, the vote is invalid.
- If the arrow next to a write-in name is not connected or marked in any way, the vote is invalid.
- If the write-in vote is for a qualified candidate for the office, place the card in the box designated for valid write-in votes.
- If, after each contest has been examined, all write-in votes on a card have been determined to be invalid, place the card in the box designated for invalid write-in votes.

NOTE 1: Some cards may have both valid and invalid write-in votes on the same card; these should be placed with the cards with valid write-ins.

NOTE 2: Cards that were found in Bag 1 but clearly have no write-in votes will be set aside, in precinct order, for review by the Canvass Supervisor and possible inclusion in the tally of regular voted cards. These cards will be stored separately from the other ballot cards in a clearly labeled box, to facilitate reconciliation.

- b. Continue processing all cards for precinct as above, and then proceed with subsequent precincts. Keep stacks of ballot cards in order by precinct number.

## II. Reviewing Non-RCV Precinct Ballots (Ballots cast on Election Day at a regular polling place)

After the first check is complete, the teams will change stations for a second review and simultaneous stamping of the ballot cards.

- a. Beginning with the first precinct, review each card according to the same criteria used in the first sorting step above. **If there are any questions about the determination of voter intent, address them to the Department of Elections manager supervising the write-in review process.**

1. Are all the write-ins on the card invalid?

- If all of the write-in votes that appear on a card are invalid, stamp "INVALID" on the masthead of the ballot (the top part), in a place where the stamp is easily visible. Then return the card to the invalid box, keeping all cards in precinct order.
2. Are all the write-ins on the card valid?
    - Stamp "QUALIFIED" **below** each valid write-in name and return the card to the valid box, keeping all cards in precinct order.
  3. Are there both valid and invalid write-ins on the card?
    - If there are both valid and invalid write-in votes on a card, stamp "INVALID" directly over the invalid write-in space, **but avoid the voting arrow**. Stamp "QUALIFIED" **below** each valid write-in name. Do not stamp "INVALID" on the top of the ballot card. Return the card to the valid box, keeping all cards in precinct order.

NOTE: Cards that were found in Bag 1 but clearly have no write-in votes will be set aside, in precinct order, for review by the Canvass manager and possible inclusion in the tally of regular voted cards. These cards will be stored separately from the other ballot cards, to facilitate reconciliation.

- a. Continue processing all ballot cards for as above. Keep stacks of ballot cards in order by precinct number.

### III. Unofficial Tally of Write-In Votes (Applies to All Non-RCV Ballots with Write-Ins)

After sorting and stamping are complete, a team of four will record the valid write-in votes on non-RCV ballot cards:

- a. After all of the ballot cards with write-in votes have been reviewed and separated, begin a tally of votes for qualified write-in candidates. This tally will be recorded on the Unofficial Tally Sheet for Write-Ins, with the appropriate box checked indicating the source of the ballots ("Precinct Ballots").
- b. At least one recording team will be set up at the Canvass processing area to complete the Unofficial Tally Sheet for Write-Ins. Each recording team will consist of four people: the Caller, the Observer, and two Recorders. In addition, the Monitor will oversee the workflow.
- c. Each data recording team will work one precinct at a time, one card at a time.
- d. First, the Caller will read aloud the precinct number, the card number (if applicable), the contest that contains a valid write-in vote, and the contents of the name field.
- e. The Observer, who sits close enough to the caller to be able to read the ballot, will ensure that the Caller is correct. If there is any discrepancy, the Observer will call for a halt and correct the Caller.

- f. When the Caller reads the name on the card, each Recorder will look for the candidate's name on an Unofficial Tally Sheet for Write-Ins. This sheet lists only qualified write-in candidates (certified write-in candidates plus candidates whose names appear on the ballot) for each contest. Each recorder will write the corresponding precinct number on the tally sheet, in the first available slot next to the candidate's name.
- g. This process will continue until each contest with a valid write-in vote has been recorded.
- h. Continue until all ballot cards with write-in votes have been processed.
- i. Each Recorder will then enter the total number of votes for each qualified write-in candidate for each contest and check them against the other recorder's numbers. There should now be two identical, simultaneously generated Unofficial Tally Sheets for Write-Ins, one from each Recorder.
- j. If the two Unofficial Tally Sheets do not match, the ballot cards will be reviewed until the cause for the discrepancy is determined and the discrepancy is resolved.

#### **IV. Official Count of Write-In Votes**

Once all of the ballot cards with write-in votes have been processed, the results recorded on the Unofficial Tally Sheets will be reviewed by the MIS division and manually added to the vote totals, by precinct, in Win-EDS for inclusion in the Official Election Results.

Upon the Director's certification of the final Canvass report and Official Results, the canvass is complete and the results are presented to the Board of Supervisors as official, and in the case of federal or state elections, reported to the California Secretary of State.





**ELECTIONS COMMISSION**  
*City and County of San Francisco*



Gerard Gleason, President  
Jill Rowe, Vice President  
Catalina Ruiz-Healy  
Richard P. Matthews  
Winnie Yu  
Rosabella Safont  
Arnold Townsend

John Arntz  
Director of Elections

Tachina Alexander  
Commission Secretary

Elections Commission Meeting  
Wednesday September 19, 2012  
6:00pm  
City Hall, Room 408  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

GOVERNMENT  
DOCUMENTS DEPT

OCT 12 2012

**MINUTES**

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**1. CALL TO ORDER AND ROLL CALL**

President Gerard Gleason called the meeting to order at 6:05 pm. **PRESENT.** Commissioners Rosabella Safont, Gerard Gleason, Arnold Townsend, Winnie Yu, Catalina Ruiz-Healy, Jill Rowe. Also present: Commission Secretary Tachina Alexander, Deputy City Attorney Mollie Lee, and Director of Elections John Arntz. **EXCUSED ABSENT:** Commissioner Richard P. Matthews

**2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.** There was no public comment.

**3. Approval of Minutes from previous meetings.**

Commissioner Jill Rowe moved to approve the Minutes of the August 15, 2012 Elections Commission Meeting. Commissioner Catalina Ruiz-Healy seconded the motion. No Public comment. The roll call vote was **UNANIMOUS** to approve the minutes.

**4. DIRECTOR'S REPORT**

Director Arntz presented the following update on the November 6, 2012 Consolidated General Election.

**Division Reports**

- (a) *Administrative (Budget & Personnel)* – They have been working primarily on securing materials and supplies for the Department's other divisions and for the polling places. Additionally, they've been focused on processing the forms necessary to hire the temporary employees who will work with the Department for the upcoming election.



- (b) *Ballot Distribution Division* – Director Arntz reported that they have been preparing for this election as well as the retirement board election. Ballots for the retirement board of elections will begin to be distributed on August 23, 2012. They've been organizing and preparing materials for the candidates and will send written instructions to department's designated coordinator on election procedures. Additionally, they have been coordinating with K&H, the ballot printing vendor, for the vote-by-mail production and mailing, the Sheriff's department in regards to ballot security measures, as well as with the departmental divisions in creating the ballot order for the election. They have also been planning the division's activities and utilizing their resources, organizing work space in order to accommodate the addition of the new envelope sorting equipment and coordinating with the Municipal Transit Association in regards to street parking closures by City Hall prior to and on Election Day.
- (c) *Campaign Services Division* – Candidate write-in period ends Tuesday October 23, 2012. They are currently in the process of interviewing and hiring phone bank bilingual staff while simultaneously trying to locate a phone bank room. There is a need for updating the phone bank resource module and handbook as well as the Observer Guide and they have taken that task head-on as well. They have also been recruiting the Election Observer Panel. They are also actively coordinating the scheduling of the Department of Election's Open House which will be held on Thursday, October 18, 2012. The Secretary of State's office has launched the online voter registration and has seen a significant increase in the amount calls and front counter activity requesting and submitting voter registration cards.
- (d) *Outreach Division* – As reported during the last election commission meeting they are trying to focus on young voters. As of today, September 19, 2012, they have had 262 outreach events scheduled for August 1 – November 6, 2012 and 21 organizations have represented at the Community Network Meeting TODAY on "How to Register Voters." Election materials are on the way from the printer and all materials are available online at [www.sfelections.org](http://www.sfelections.org). The following materials that are available are election flyers, election posters, rank-choice voting posters ((English, Spanish, Chinese, and Russian), and revised Right to Vote brochures for formerly incarcerated people (English, Chinese, Spanish). These materials are also being sent for display to 500 community-based organizations, all 125 schools, all 28 public library branches, all city recreation centers, the Mayor's Office of Neighborhood services, and all City departments. In regards to advertising, the following mediums are being utilized: 14 neighborhood newspapers, 2 Chinese-language newspapers, and 1 Spanish-language newspaper. There will also be a Spanish and Chinese radio station Public Service Announcement utilized to reach as many people as possible. Finally, the Muni advertisement will launch on October 8, 2012 with 95 Muni bus exteriors, 2,000 Muni interior bus cards, and 25 Bus shelters.
- (e) *Poll Worker Division* – Director Arntz reported that nearly 1,600 poll workers (55% of the recruitment goal) have been signed up and recruitment is continuing. The Poll worker Intake Room opened its doors on September 10<sup>th</sup> and there has been a steady flow of applicants since then. In an effort to recruit

high school students, the division's personnel have visited 18 public and private high schools and handed out approximately 3,000 applications.

The division personnel used historical turnout at the polls data to identify sites with high traffic on Election Day. 286 sites that had more than 400 voters in 2008 November election, will be staffed with one additional clerk for the upcoming election. They're also planning to supply these sites with additional voting booths and other election supplies and materials.

The poll worker manual has been finalized and posted online on the Department's website.

Training classes for clerks and high school students will begin on September 29<sup>th</sup> and continue through October 27<sup>th</sup>. In addition to the required training classes, they continue offering optional training labs and currently approximately 20% of poll workers have signed up to attend this additional training. Recruitment of Field Election Deputies is also continuing and presently 58 have been signed up and additional 50 are yet to be recruited.

A new website tool, eData, was launched this week which allows the public to view data on various elections areas, such as voter registration, vote-by-mail statistics, polling place and poll worker recruitment, ballot processing, election results, and more.

- (f) *Precinct Services Division* – Today was the deadline for finalizing the voter information pamphlet mailing file with the locations of the polling places and the accessibility information of each site to print on the back cover of the voter information pamphlet. If they do not have a site secured for one of the precincts, they will mail the voters of that precinct a postcard notifying them of the polling place location as soon as one is secured. Additionally, postcards are also mailed to voters if their polling place should change after the voter information pamphlets are mailed and a change sign is hung at the old site directing voters to the new location.

Official appointment letters are also being mailed to the polling places informing them of the delivery dates and times of the equipment. They are creating diagrams and instructions for the polling places that need special set ups.

- (g) *Publications* - The English voter information pamphlet is finished and will be posted on the department's website shortly. They expect to approve printer's proofs tomorrow. The voter mailing file will be submitted tomorrow evening and mailing is scheduled to begin in early October and should be completed by October 5<sup>th</sup>, according to the vendor's schedule.
- (h) *Technology Division* – The Secretary of State will begin to test mapping file and query tomorrow.
- (i) *Voter Services* – Completed the initial transfer of overseas voters on September 11, 2012 and completed initial emailing of ballots to overseas voters on September 13, 2012.



The processing of federal post cards and overseas request will be mailed out by the statutory date, September 22, 2012.

On September 7, 2012 the permanent voter file was sent to vendor for statutory mailing.

Voter services is currently preparing for early voting to open on October 9, 2012.

California on-line registration (California Online Voter Registration) is live now. If people complete the online form and the information is a perfect match then DMV will send the signature image to Secretary of State. Secretary of State will then link the signature image to the information on the registrants form and send forms and signature image to Department of Election. Since going live, over 300 users registered online using the site.

- (j) *Warehouse* – Maintenance of equipment at warehouse begins testing in 2 weeks. To date there have not been any issues with any of the equipment.

Questions:

1. Commissioner Yu stated that the eData is not as compatible with mobile devices because the entire page didn't load on her phone and required her to scroll down to see all of the information.
2. Commissioner Townsend said, in regards to the poster ballot, would it be best to recommend that people not vote for candidates more than once otherwise they would be throwing away their votes? Director Arntz said that we could do it but we've had past complaints that there wasn't enough information.
3. Commissioner Ruiz-Healy asked if the online registrants' driver's license and home address had to match before being printed and mailed? Commissioner Gleason stated that the Secretary of State's information is verified instantaneously.
4. Commissioner Gleason wanted to know if the overseas ballots had already been mailed and Director Arntz stated that E60 was the first day they could mail them and the department mailed them on E57, which was last week.
5. Commissioner Gleason expressed concerned that since this is a Presidential election year that that may limit the number of voting booths. So could the number of booths be increased or will some polling places have more booths than others? Director Arntz said that's a great idea and we'll look into getting more booths as well as buying the cardboard dividers as well.

## 5. COMMISSIONER'S REPORT

- (A) Commissioner Townsend stated that he had spoken with the Mayor's office and informed them that he has "timed out" of his term as a Commissioner and they committed to reappoint his replacement by December.
- (B) Commissioner Ruiz-Healy put Director Arntz in touch with Google, Inc. to help turn out the vote.

## **NEW BUSINESS**

6. **Discussion and possible action to request a Waiver Allowing City Employees to Assist the Department of Elections with the November 6, 2012 Consolidated General Election, per San Francisco Charter Section 13.104.5.** Commissioner Townsend moved and Commissioner Ruiz-Healy seconded that the Commission send the waiver request to the Board of Supervisors. No public comment. The roll call vote was UNANIMOUS.
7. **DISCUSSION AND POSSIBLE ACTION REGARDING ELECTION COMMISSION'S REVIEW OF DEPARTMENT OF ELECTIONS POLICIES AND PROGRAMS FOR VOTER OUTREACH.** Commissioner Rowe reported that BOPEC met and discussed Election plan and key things that will be done differently prior to this election. There will be a change in the release of preliminary votes. Director Arntz stated that Ranked-choice voting on the night of the election will release summary reports instead of the spreadsheet method which takes too much time. The Department will post reports on the website on election night and the following day a full report with spreadsheet will be released. Once the ballot bins reach 900 the FEDs will announce that the ballots are being transported to the warehouse.

Commissioner Ruiz-Healy asked of the 300 online registrants did they all have matching addresses?

Director Arntz said that the Secretary of State's office only sends out validated information to the Department.

Commissioner Yu wanted to know if a counter could be added to the website to see how many hits it received?

Director Arntz said yes.

Commissioner Rosabella Safont moved that Election Commission approve the Election Plan and Commissioner Ruiz-Healy seconded. No public comment. The roll call vote was UNANIMOUS.

## **8. Announcements**

There were none.

## **9. DISCUSSION AND POSSIBLE ACTION REGARDING FUTURE AGENDAS**

Commissioner Gleason asked if there was any public comment. There was none.

Commissioner Gleason stated that the next meeting will be held on October 17, 2012.

He then asked if the October 3, 2012 BOPEC meeting would be cancelled and Commissioner Rowe affirmed.

Commissioner Townsend moved to adjourn and Commissioner Ruiz-Healy seconded.

**ADJOURNMENT** at 6:39pm





**ELECTIONS COMMISSION**  
*City and County of San Francisco*



Gerard Gleason, President  
Jill Rowe, Vice President  
Richard P. Matthews  
Catalina Ruiz-Healy  
Rosabella Safont  
Arnold Townsend  
Winnie Yu

John Arntz  
Director of Elections

Tachina Alexander  
Commission Secretary

**Elections Commission Meeting**

**Wednesday October 17, 2012**  
**6:00 p.m.**  
**City Hall, Room 408**  
**1 Dr. Carlton B. Goodlett Place**  
**San Francisco, California 94102**

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**Order of Business**

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**1. Call to Order & Roll Call**

**2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.**

**3. Approval of Minutes from previous meetings.**

Discussion and possible action to approve the minutes of the (Attachment: September 19, 2012 Draft Elections Commission Meeting Minutes)

**4. Director's Report**

- Update on preparations for the November 6, 2012 Consolidated General Election
- Division Updates

Budget/Personnel	Technology Division
Campaign Services	Voter Services
Outreach	
Publications	
Poll Worker Division	

**5. Commissioners' Reports**

- Meetings with public officials
- Oversight and Observation activities
- Long-range planning for Commission activities and areas of study
- Proposed legislation which impacts elections

## **NEW BUSINESS**

- 6. Discussion and possible action regarding individual Commissioner observation activities for the upcoming November 6, 2012 Consolidated General Election.**
- 7. Discussion and possible action regarding the Elections Commission Annual Report for 2011.**
- 8. Discussion and possible action regarding items for future agendas.**

## **Adjournment**

There will be an opportunity for public comment on each agenda item.

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#### **KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco**

**Administrative Code):** Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244, 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO CA 94102-4689; PHONE: (415) 554-7724; FAX: (415) 554-7854; E-MAIL: SOTF@SFGOV.ORG.

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Tachina.Alexander@sfgov.org [Tachina.Alexander@sfgov.org]  
October 17, 2012 El...

**October 17, 2012 Election Commission Meeting**  
**Sent:** Tuesday, October 16, 2012 2:15 PM  
**To:** Jennifer.Novak@sfgov.org; John.Arntz@sfgov.org; Nicole.Wheaton@sfgov.org;  
SF Docs; Shelley.Boone@sfgov.org;

**CANCELLED**

Elections Commission Meeting  
Wednesday, October 17, 2012  
6:00 p.m.  
City Hall Room 408  
1 Dr. Carlton B. Goodlett Place  
San Francisco, California 94102

**WILL BE RESCHEDULED**

**Contact : TACHINA  
ALEXANDER**

**COMMISSION SECRETARY @  
554-4305**

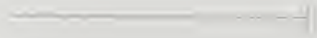
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Gerard Gleason, President  
Jill Rowe, Vice President  
Richard P. Matthews  
Catalina Ruiz-Healy  
Rosabella Safont  
Arnold Townsend  
Winnie Yu

John Arntz  
Director of Elections

Tachina Alexander  
Commission Secretary

**Elections Commission Meeting**

**Tuesday October 30, 2012**

**6:00 p.m.**

**City Hall, Room 421**

**1 Dr. Carlton B. Goodlett Place  
San Francisco, California 94102**

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OCT 24 2012

**Order of Business**

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**1. Call to Order & Roll Call**

**2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.**

**3. Approval of Minutes from previous meetings.**

Discussion and possible action to approve the minutes of the September 19, 2012 Elections Commission Meeting. (Attachment: Draft Minutes)

**4. Director's Report**

- Update on preparations for the November 6, 2012 Consolidated General Election
- Division Updates

Budget/Personnel	Technology Division
Campaign Services	Voter Services
Outreach	
Publications	
Poll Worker Division	

**5. Commissioners' Reports**

- Meetings with public officials
- Oversight and Observation activities
- Long-range planning for Commission activities and areas of study
- Proposed legislation which impacts elections

## **NEW BUSINESS**

- 6. Discussion and possible action regarding San Francisco District Attorney's recent creation of a hotline and resources devoted to possible election-related irregularities. The District Attorney or his designee will be invited to appear at this meeting to brief the Commission and respond to questions the Commissioners might have about the creation of this hotline.  
(Attachment: District Attorney Press Release On Voter Fraud Hotline)**
- 7. Discussion and possible action regarding individual Commissioner observation activities for the upcoming November 6, 2012 Consolidated General Election.**
- 8. Discussion and possible action regarding the Elections Commission Annual Report for 2011.**
- 9. Discussion and possible action regarding items for future agendas.**

## **Adjournment**

There will be an opportunity for public comment on each agenda item.

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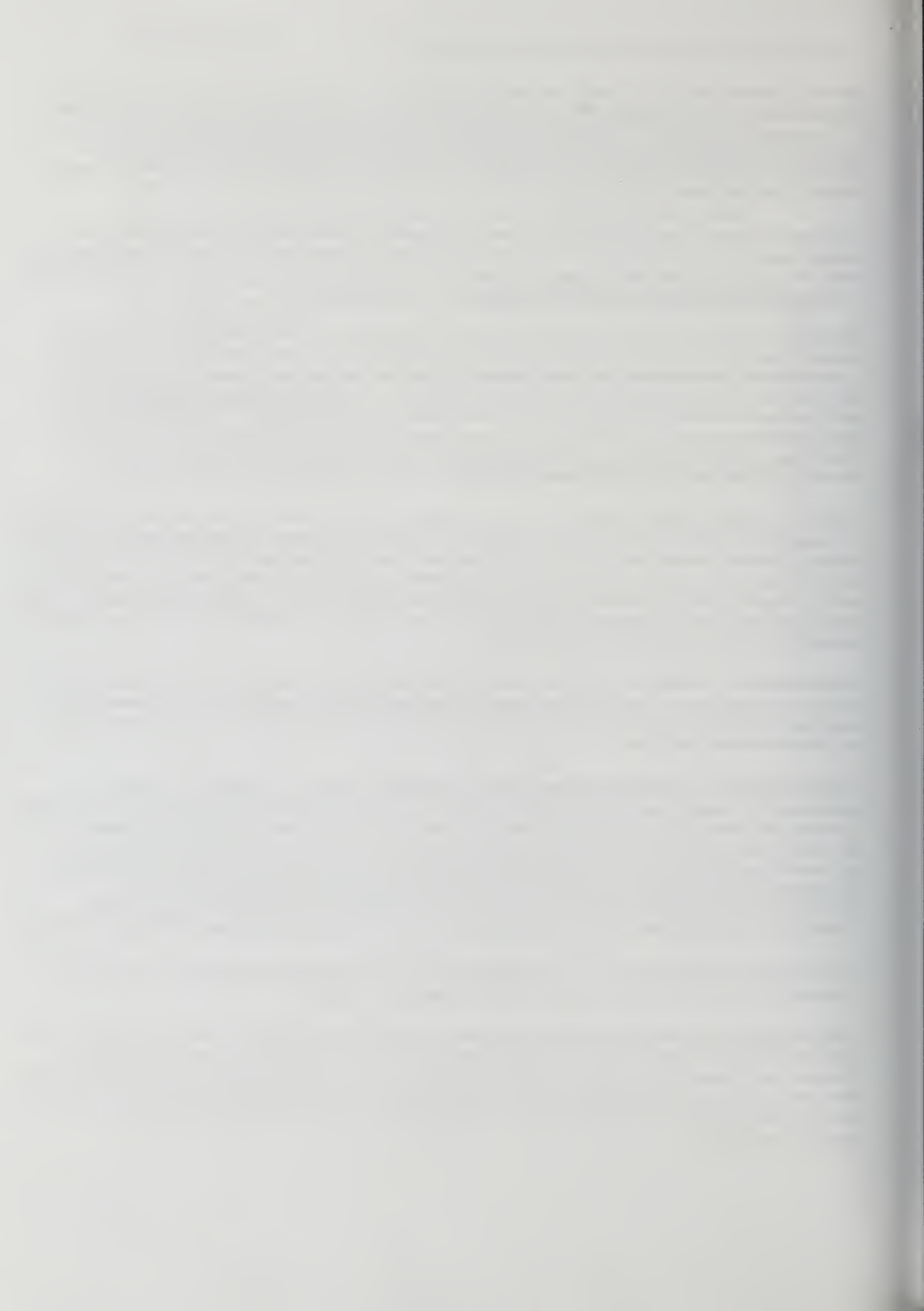
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**ELECTIONS COMMISSION**  
*City and County of San Francisco*



Gerard Gleason, President  
Jill Rowe, Vice President  
Catalina Ruiz-Healy  
Richard P. Matthews  
Winnie Yu  
Rosabella Safont  
Arnold Townsend

John Arntz  
Director of Elections

Tachina Alexander  
Commission Secretary

Elections Commission Meeting  
Tuesday October 30, 2012  
6:00pm  
City Hall, Room 421  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

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**DRAFT MINUTES**

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**1. CALL TO ORDER AND ROLL CALL**

President Gerard Gleason called the meeting to order at 6:02 pm. **PRESENT.** Commissioners Rosabella Safont, Richard P. Matthews, Gerard Gleason, Catalina Ruiz-Healy, and Jill Rowe. Also present: Commission Secretary Tachina Alexander, Deputy City Attorney Mollie Lee, and Director of Elections John Arntz. Excused absent: Commissioners Winnie Yu and Arnold Townsend.

**2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.**  
There was no public comment.

**3. Approval of Minutes from previous meetings.**

Commissioner Rich Matthews moved to approve the Minutes of the September 19, 2012 Elections Commission Meeting. Commissioner Jill Rowe seconded the motion. No Public comment. The roll call vote was **UNANIMOUS** to approve the minutes.

**4. DIRECTOR'S REPORT**  
**Division Reports**

(a) *Administrative (Budget & Personnel)* – Director Arntz reported that things were going well for the Presidential Election but a bit slow. 215,000 vote-by-mail ballots were sent out for this election; which is about a 14% increase but the rate of return is 14% less than November 2008.

(b) *Ballot Distribution Division* – The division began opening ballots on Friday, started counting them on Monday, and so far are caught up on the volume. Everything with the Post Office is working out so far. No complaints from voters in regards to not receiving voter guides or ballots.

a. Controversial News Story ("Alleged" Deceased People Voting)

NBC Bay Area started a story about deceased people voting. They paid for a list, compared it to voter rolls for each county in the state, and are saying that thousands of people who are deceased are still voting. However every county that has received it is NOT matching the voter rolls due to middle names, wrong address, no one actually voted after they passed, etc.

- (c) *Poll Worker Division* – Things have picked up over the past few days, however 6 poll worker classes had to be cancelled. They have all the FEDS, all the poll workers, and they have exceeded the number of bilingual poll workers (850 Chinese, 330 Spanish; 1,300 High School Students, 2,300 Clerks, 180 Stand-By Poll Workers) for the polling places. They're going to have a lot of observers out there on Election Day (Secretary of State's office, Asian Walk Caucus) so they'll be well monitored out there.
- (d) *Precinct Services Division* – Polling place deliveries begin tomorrow. Due to Giants parade they will have to work around deliveries because of city road blocks
- (e) *Technology Division* – Machines are working just fine. They are counting the cards just fine.
- (f) *Voter Services* – They have not been getting any calls from voters inquiring about their ballots. They have received a few calls but nothing that wouldn't be expected. So far they have received 68,000 vote-by-mail ballots and have had 4,000 early voters who have voted at City Hall. At this point in 2008 they had about 7,000 votes so the numbers are a just a lot less than they were previously.
- (g) *Warehouse* – Candlestick Park will be used for the staging of their vehicles on Election Day and for the FEDS. Before they were at Pier 48 but now they're going to be at Candlestick because the Giants have taken over Pier 48 essentially. The sales manager of the Giants called before they won the World Series asking if they could use the back ½ of the warehouse for an event they wanted to throw on December 1<sup>st</sup> so they wanted to move all of the equipment out of the way. Bottom line is that the department's time at Pier 48 is slowly coming to an end. Director Arntz recently met with the assistant port director and the director of real estate who fervently tried to find ways for the Department to use less space in said building because the Giants are in need of it, regardless of the fact that the Department's lease is not up until 2015. Director Arntz basically told them that The Department will maintain its lease until 2015 minus the theories or any modifications going forward.

Questions:

1. Commissioner Ruiz-Healy: Of the 12 deceased voters how many can you not explain?

Director Arntz replied that we have to find if we even have any information before 2009 so I don't know. But the ones that were after 2008/2009 we



have their information. Right now it may be 9 people that there's a record that they were deceased and we didn't receive the information from the state's department of public health or ever. Sometimes you never get the information. Maybe they passed away in Arizona for instance and their information didn't get back to California. That happens. Right now we have the highest number of registered voters in San Francisco's history. I believe its 502,000 registered voters and the total pool for the potential pool of deceased people is 362 which are not a lot. We just got it yesterday and I told the reporter that if he was really concerned about voter fraud you don't wait until a week before the election to say that you know that people are voting and they are supposed to be deceased you're holding on to information that potentially I think that is in violation of election laws.

Commissioner Rowe stated: Just to be clear you haven't confirmed that there actually was anybody yet who was deceased and voted but you are still trying to figure out if there was right?

Director Arntz: Yes. Potentially what happen is that people when they're married and a spouse passes away there are times when a spouse will have a vote-by-mail ballot if we don't have the information then that's when it goes to the District Attorney. The District Attorney has been very good through the years about contacting people and following up. Whenever we give them information about potential double voting or someone voting under an assumed named then usually it takes a conversation when we find out that someone in that household has passed away then we cancel the record. But I've never seen where there has been a program trying to vote for deceased individuals.

Commissioner Matthews commented that he very much liked the idea that if someone is sitting there on information that is potentially fraudulent that they are themselves are in violation of election laws and is glad that Director Arntz mentioned that to them.

\*Director Arntz contacted the District Attorney's office in February and had a press conference with their office regarding creating a voter fraud hotline. The reason he contacted them was because of the many petitions that were circulating and calls that were coming in regarding the confusion around the subjects of the petitions vs. what the people were actually signing as well as the Petitioners being too aggressive and not wearing badges. Therefore he requested that the DA's office establish some kind of hotline at that point but they didn't however the idea must have stuck with them because he received a call the Wednesday before the press conference took place. Thursday they gave him a draft press release which was all about the war on voter fraud which was very aggressive so I had them tone it down and I added my quote and I sent that to them on Friday and the press conference took place on Monday and when I arrived at the press conference I learned what was going to happen at that time. I spoke with District Attorney Gascon at that time and the whole tone of the conference was to let people know that if you see something give the DA's office a call and here's a number that will be quad-lingual (Mandarin, Cantonese, Spanish, English). The conference lasted about 15 minutes and most of the questions were about Rank-choice-voting and I asked DA Gascon if he wanted me to answer them now or off-line and

he said go ahead answer them now. So it was probably a 20-25 minute press release and I spoke about 20-25 minutes about Rank-choice-voting. I didn't see the final press release until I got back to the office after the press conference and I didn't realize there was going to be an issue with the commission about roles and how any of this was established in the charter. There wasn't a lot of media there. It didn't draw a lot of attention and we didn't send out a press release about it and after I returned from the press conference we added a link to the DA's website on our website. Actually it's helpful for us because people call us and they don't want to tell us what's going on because they don't trust us since we're the one running the election. So if they don't trust us they can contact the DA's office directly and they're taking things seriously so I thought it was a good thing.

Commissioner Matthews stated that he could see all of the good parts and how it would attract Director Arntz attention and support and agreed with all of that. I'm glad to hear that you even had some influence in toning down the press release about it which I still finds pretty reckless in which they mentioned "fraud" four times in the first ten lines. I agree that if people don't trust the Department of Elections then reporting it through the Department would not be an attractive option for them. As the state election official he would hate for Director Arntz to lose all the oversight of the complaints because he would want him to know everything that happens and not just send it over to the District Attorney's office. Personally I am galled that he is using as his predicate for setting up this hotline things that were referred to him eleven months ago and he chose to do nothing about and now suddenly he wants to have a press conference which is his M.O. as an administrator. Part of my concern with the Department of Election's support of the DA's press activity around this is that in America right now as you know, there is a big voter fraud fraud. However there is NO evidence of in-person voter fraud or voter impersonation and yet 31 states have adopted new rules around voter ID which the only kind of alleged fraud, that doesn't actually exist that that would address is in-person fraud or voter impersonation. The more "fraud" talk that occurs the more it undermines public confidence, rightly or wrongly, in the results and that's sort of the only thing in a first world country that makes elections work and there is an orderly transfer of power because we more or less trust the results of an election. Here we are undermining for this one person's, I believe, thirst for press coverage infringing into our area so that's my big concern. I was further concerned once I called down and re-read everything that in his own press release his example of fraud isn't fraud; it's campaign finance irregularity! So the self-appointed police of Election Fraud doesn't even know what fraud is or is subsuming other things are the topic of voter fraud and trying to use the Department of Elections or the Director of Elections as a prop to enhance legitimacy for his own publicity. The discussion of voter fraud is different about the discussion of the kinds of crime because just talking about voter fraud itself if there is no real basis for believing it exists itself causes problems.

Director Arntz said that's true but my reading of the situation didn't rise to that level because I have a bigger issue with NBC talking about dead voters voting in this election. Yes there are angles there that can be read



a lot of different ways. If you notice Sherriff Mikirimi didn't call me into his press conference about how he's registering voters in the jails and making progress but we've been doing it for years before he even showed up on the scene. There has been no movement on this at all since it happened and I figured that there wasn't going to be any on it after it occurred but I'm glad that the hotline exists because it helps people get information to the investigators more quickly and that's what I want. The DA's office has never been one to withhold information from me and it has been my experience that they will continue to keep the lines of communication open as they have in the past.

Commissioner Matthews asked Director Arntz is that your understanding with their office that if they hear something through this hotline that they will at least brief you on it?

Director Arntz said yes plus all the other people involved. I've known these people for years and they get their information from us.

Commissioner Matthews commented that one case pertaining to the supervisor's election (siting an article in the Examiner newspaper – Commissioner's personal copy) that "Gascon said his office received one complaint in a Board of Supervisor race he declined to discuss the matter since it's under investigation" I'm not asking you what that's about I'm just asking yes or no did they inform you of it were you aware?

Director Arntz replied No I don't know anything and at the same time there has been nothing at all that has come my way. People take a shotgun approach. How I found out about what was going on in Chinatown wasn't from the DA's office or even from a voter but from the Chronicle calling me saying "Hey? What do you think about this code section?" So there's no clean way to get the information about what's happening out there for any election but I like the hotline because the DA is now on the spot. They now must be engaged if something happens or if something potentially improper occurs for this election. They put themselves out there; it's not just me. They made a point that they are going to get involved and I'm fine with that and for me the bigger issue is the media. If you see something wrong happening on Election Day call us. I understand where you're coming from but operationally my bigger concern more than politics is the media.

Commissioner Matthews agreed with Director Arntz that the media is definitely a bigger problem but still feels that the DA's office used him as a prop but does not feel that he personally did anything wrong.

Commissioner Ruiz-Healy stated that she sees it as he has more eyes and resources during the election.

Commissioner Rowe stated that the terminology is important and worth being cautious. What I hear you saying is that you appreciate having a means for voters to directly access the District Attorney if they have issues with election irregularities. I think that's very different than election fraud which has taken on its own meaning in this political environment and I would just say it's worth being cautious about your presence when that term is being used. It could be an opportunity to say hey "we run very fair elections and we don't have any examples of voter fraud in San Francisco."



Director Arntz agreed with Commissioner Rowe's stance and confirmed that he stated at the press conference that there was no cascading occurrence of election fraud in San Francisco and that's not why we're here. Honestly the media was more interested in Ranked-choice-voting because we are going to do Ranked-choice reports on election night. Maybe Gascon wanted it to be that way but it didn't turn out that way in that environment.

Commissioner Gleason asked if any other commissioners had any questions or comments on the director's report.

Commissioner Rowe wanted to follow-up on the overseas ballots; did they go out on time?

Director Arntz confirmed that they did go out on time.

Commissioner Gleason wanted to know if there was a way that one could override email solicitations.

He went to poll worker training and there were 6 things explained that poll workers should deliver. Then he saw an unexpected surprise; the commission secretary appeared in the training video.

Director Arntz stated that the Secretary of State's office is supposed to show up on Election Day at Elise Kennedy's polling place and give her an award. Commissioner Gleason said that Carl Norte of the SF Chronicle ran a story about Bonnie Jones and he told him "If you really want to cover something cover Bonnie." So if you have something I'll forward it to him and say again if you really want to write something...

No Public Comment

## **5. COMMISSIONER'S REPORT**

Commissioner Ruiz-Healy stated that she spoke with David Carey about what was happening this cycle and he was very happy.

Commissioner Rowe reported that she spoke with a judge at an event and that he and all of his judge cohorts always say that they have had good experiences with the Department of Elections and he wanted her to convey the message that's their common consensus and the process has been very smooth for them.

No Public Comment

## **NEW BUSINESS**

- 6. Discussion and possible action regarding San Francisco District Attorney's recent creation of a hotline and resources devoted to possible election-related irregularities. The District Attorney or his designee will be invited to appear at this meeting to brief the Commission and respond to questions the Commissioners might have about the creation of this hotline \*(SEE INSERT IN DIRECTOR'S REPORT ABOVE)**

Additional Comment: Commissioner Gleason contacted David Pfipher, the Deputy DA in charge of operations, and explained to him some of this. He stated that the DA respectfully declined the invitation to attend commission meetings as a policy as they are not responsible to answering to commissions or any operations outside of their own or selected DA. There is nothing in the press release that deviates from their normal operations; they just haven't made this information public. If anyone has any questions about prosecutable offences or violations of elections codes they put it together here so it could be answered; what is voter fraud; what is voter interference, etc. It's nicely put in one spot because when I previously looked at this it was buried in election code. One of the things that I experienced from this is that there is a place for people to go. Maybe a lot of this is from the experience of last year where there wasn't an operation set up where people could go with this. Now they have a viable way of being heard with the hotline and an accountability mechanism in place. Some of the instances are spelled out in here like the 18371 and I did mention that. I asked if there was anything in here that I should know about. Is there any voter fraud active right now? Because one of the things that happens when you throw out the word fraud, as Commissioner Matthews brought out, is there anything actionable right now and he said no. I said what about the thing mentioned in the Examiner and he said they can't discuss that but it has to do with campaign operation which is one thing I brought up to him. You rolled voter fraud in with election operations and campaigning which has been a problematic in San Francisco and he understood that and he said yes that actually has fallen under ethics and other departments and it was unfortunate that that got put into one stew.

Commissioner Matthews wanted to know if he understood that or if he understood it only after Commissioner Gleason said it?

Commissioner Gleason said no he seemed to know right away that he understood it. I told him that that was one of the things that we were sensitive to. I asked him about things that have happened in the past and what kinds of things that they look for. Things like people who are registered to vote at their businesses and are not residences of San Francisco. He brought up, as voter fraud, the gentleman who took the ballots which I don't know if it was voter fraud or voter interference but anyway...The short of this is that they don't feel that there is nothing going on that is different than what normally happens.

Commissioner Matthews stated that one of the reasons that he supported inviting the DA or his designee is to find out his actual intentions. It is clear from the press release that he doesn't know what voter fraud is as distinct from other kinds of legal violations that happen to pertain to elections. I am totally not surprised to hear about the poll worker who stole the roster and storage cart out of the eagle would be called fraud. That's a smash and grab crime that happened to occur in the context of an election so the fact that they are throwing this term around which is incredibly inflammatory, incendiary, and not just that but affirmatively harmful.

Commissioner Ruiz-Healy asked if Commissioner Matthews wanted to write a statement since the statements have already been made.

Commissioner Matthews would like to see that the District Attorney's office be made aware of their gross misuse of the terminology "fraud." He mildly suggested the subpoenaing the DA's office but wasn't sure if that was the "best" way to go and was open to suggestions of the other commissioners.

Commissioner Ruiz-Healy suggested writing a letter as having some proof of specific documentation that this has been brought to their attention.

Commissioner Safont suggested that a response letter encouraging them to be careful of the terminology used would be helpful. Remind them how hard we've worked to build faith and trust in the election system.

Commissioner Rowe stated that we don't want to add to the furor by subpoenaing the DA which would give press to the very issue we are trying to avoid giving press to in the first place.

Deputy District Attorney Mollie Lee stated that if the commission wanted to pursue the subpoena she would have to do some more research to see if that was within the commission's subpoena jurisdiction.

Commissioner Gleason stated that his two cents would be to send someone to sit down and go over these issues with them in person may be worthwhile.

Commissioner Rowe stated that she is a believer in the power of the written word so perhaps we should do both. Commissioner Ruiz-Healy agreed with her.

**Commissioner Matthews volunteered to draft a response letter to the Press Secretary to the next meeting. (TABLED TO NOVEMBER MEETING)**

No Public Comment

**7. DISCUSSION AND POSSIBLE ACTION REGARDING INDIVIDUAL COMMISSIONER OBSERVATION ACTIVITIES FOR THE UPCOMING NOVEMBER 6, 2012 CONSOLIDATED GENERAL ELECTION.**

Commissioner Matthews Inspector at George Washington High School

Commissioner Gleason Inspector at Sutro School

Commissioner Rowe Inspector at Fire Station on Leavenworth

Commissioner Ruiz-Healy out of town

Commission Secretary at City Hall

No Public Comment

**8. DISCUSSION AND POSSIBLE ACTION REGARDING THE DRAFT ELECTIONS COMMISSION ANNUAL REPORT 2011.**

(TABLED TO NOVEMBER MEETING)

**9. DISCUSSION AND POSSIBLE ACTION REGARDING FUTURE AGENDAS**

A. Commissioner Matthews will draft response letter to the District Attorney regarding the blatant misuse of the word "fraud" in the DA's "Election Related Irregularities Hotline" press release.

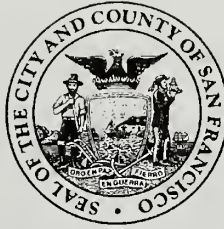
B. Draft Elections Commissions Annual Report 2011

**ADJOURNMENT**

7:00pm



**ELECTIONS COMMISSION**  
*City and County of San Francisco*



Gerard Gleason, President  
Jill Rowe, Vice President  
Richard P. Matthews  
Catalina Ruiz-Healy  
Rosabella Safont  
Arnold Townsend  
Winnie Yu

John Armtz  
Director of Elections

Tachina Alexander  
Commission Secretary

**Elections Commission Meeting**

**Wednesday November 28, 2012**  
**6:00 p.m.**  
**City Hall, Room 56**  
**1 Dr. Carlton B. Goodlett Place**  
**San Francisco, California 94102**

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NOV 20 2012

**Order of Business**

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**1. Call to Order & Roll Call**

**2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.**

**3. Approval of Minutes from previous meeting**

Discussion and possible action to approve minutes of the (Attachment: October 30, 2012 Election Commission Meeting Draft Minutes)

**4. Director's Report**

- Update on activities from the November 6, 2012 Consolidated General Election
- Division Updates

Budget/Personnel	Technology Division
Campaign Services	Voter Services
Outreach	
Publications	
Poll Worker Division	

**5. Commissioners' Reports**

- Meetings with public officials
- Oversight and Observation activities
- Long-range planning for Commission activities and areas of study
- Proposed legislation which impacts elections

## **NEW BUSINESS**

- 6. Discussion and possible action regarding individual Commissioner observation activities from the November 6, 2012 Consolidated General Election.**
- 7. Discussion and possible action regarding the Elections Commission Annual Report for 2011. (Continued from October 30, 2012 meeting).**
- 8. Discussion and possible action regarding items for future agendas.**

## **Adjournment**



There will be an opportunity for public comment on each agenda item.

Materials contained in the Commission packets for meetings are available for inspection and copying during regular office hours at the Department of Elections, City Hall Room 48. Materials are placed in the Elections Commission's Public Binder no later than 72 hours prior to meetings. Any materials distributed to members of the Elections Commission within 72 of the meeting or after the agenda packet has been delivered to the members are available for inspection at the Department of Elections, City Hall Room 48, in the Commission's Public Binder, during normal office hours.

**Cell phones, pagers and similar sound-producing electronic devices:** The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. The Chair may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

**Disability Access:** The Elections Commission meeting will be held in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in a meeting, please contact the Department of Elections at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 p.m. the previous Friday. Late requests will be honored, if possible. Services available on request include the following: American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes. Please contact the Department of Elections at (415) 554- 4375 or our TDD at (415) 554-4386 to make arrangements for a disability-related modification or accommodation.

**Chemical-Based Products:** In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

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Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, at the San Francisco Public Library, and on the City's website at <http://www.sfgov.org>.

**Lobbyist Registration and Reporting Requirements:** Individuals that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; and website: [www.sfgov.org/ethics](http://www.sfgov.org/ethics).





**ELECTIONS COMMISSION**  
*City and County of San Francisco*

Gerard Gleason, President  
Jill Rowe, Vice President  
Catalina Ruiz-Healy  
Richard P. Matthews  
Winnie Yu  
Rosabella Safont  
Arnold Townsend

John Arntz  
Director of Elections

Tachina Alexander  
Commission Secretary

Elections Commission Meeting  
Wednesday November 28, 2012  
6:00pm  
City Hall, Room 56  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

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**DRAFT MINUTES**

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8/12  
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**1. CALL TO ORDER AND ROLL CALL**

President Gerard Gleason called the meeting to order at 6:04 pm. **PRESENT:** Commissioners Richard P. Matthews, Gerard Gleason, Arnold Townsend, and Winnie Yu. Also present: Commission Secretary Tachina Alexander, Deputy City Attorney Mollie Lee, and Director of Elections John Arntz. Excused Absences Commissioners Catalina Ruiz-Healy, Jill Rowe, and Absent: Rosabella Safont.

**2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.** There was no public comment.

**3. Approval of Minutes from previous meetings.**

Commissioner Rich Matthews moved to approve the Minutes of the October 30, 2012 Elections Commission Meeting. Commissioner Arnold Townsend seconded the motion. No Public comment. The roll call vote was **UNANIMOUS** to approve the minutes.

**4. DIRECTOR'S REPORT**

Director Arntz certified last Wednesday November 21, 2012 so the action since then has been around the recount. A voter, Linda Platt submitted a request on Monday for a recount for District 7 contest for Supervisor. He met with Jim Sutton and Jim Sterns yesterday due to a request for a cost estimate for a recount. They will send a second detailed letter requesting specifically what they want to be recounted and I received that request just prior to the start of this meeting.



## Division Reports

- (a) *Administrative (Budget & Personnel)* – Currently they are putting together a plan for the recount and identifying costs because they don't have the funding to cover a recount. They will provide a line item listing of those costs to the requestors and that has taken up the last three days and also paying off the invoices for the election.
- (b) *Campaign Services Division, Outreach, and Poll Worker Division* – Just came off of the canvas and went into working on the review of the provisional ballots which ended last Wednesday. This week they just returned to the office to clean up and prepare for any debriefings.
- (c) *Technology Division* – Basically they are still cleaning up from the election at this point also.
- (d) *Voter Services* – At this point they are still doing archiving in relation to the election. In Director Arntz estimation they will begin the recount on Monday. They will not be counting votes on cards on Monday but they will begin sorting the ballots for that Supervisorial contest, if he receives payment. There are four cards in the district and the Supervisor contest is on card four so they have to go through all the boxes of the cards of District seven and pull out card four. They are requesting a machine count of the cards on the high-speed tabulator first, both the precinct and the vote by mail; hand count 10 chosen precincts, then do ranked-choice for 10 precincts; but the goal is unclear at this point.

### Questions:

1. Commissioner Rich Matthews – Who gets to define the process for a recount; isn't that statutory? Director Arntz – They tell us what they want and we'll organize for them a cost. They can do a ranked-choice on one precinct if they want to; though I'm not sure what that would prove or they can do it on 10 precincts if they like and we'll give them the cost. Deputy City Attorney Mollie Lee – The basic statutory scheme is that the voter requesting the recount has a lot of control over what it is that they are requesting the flipside of it is that they are responsible for paying for it unless the recount actually changes the result. Commissioner Rich Matthews – And then what happens if the recount changes the result? Deputy City Attorney Mollie Lee – Then the costs are refunded. The requestor gets to make the initial request for the recount and then is deciding at various points during the process whether they wanted to continue with the recount however the recount can't change the results unless there's a full recount of every precinct. Commissioner Rich Matthews – Therefore the official result can't change based on a partial result. Got it.
2. Commissioner Rich Matthews - Do you have a rough estimated cost of the recount at this time? Director Arntz – Potentially it could be as high as six

figures. Commissioner Arnold Townsend – I would imagine that if the results changed that the Yee folks would definitely request another one and that would get into six more figures; so this could go on. Director Arntz – This election was the best election that we've ever run. It wasn't perfect but from the beginning to the very end. We had the highest volume of vote-by-mail ballots, highest volume of PV's, we finished before Thanksgiving, the IRIS report was clean, the vendor was agreeable to doing extra maintenance on the machines prior to the election so they ran better at the polling places, so I don't expect there to be a change.

3. Commissioner Rich Matthews – There were only four precincts that had four or more users of the Edge Machines. Is there something special about precincts 7048 (11), 7317 (6), 7621 (6), 7637 (4) as to why they're 22% of Election Day Edge usage in all of the city?

Public Comment – David Carey (Representative of Californian's For Electoral Reform) wants to address ranked-choice tallies that changed on election night. That was a move that continued at improvement in transparency and timeliness of reporting preliminary RCV results that started with this commission last year. I was happy that Director Arntz continued that and made a step further and started it on election night rather than waiting till Wednesday. From what I was able to see that went quite well. It achieved some of the goals that I'd been encouraging and it seemed to be very little down side to that process. I'd encourage the commission to go back and review the policy that they passed last year about the timing of the RCV tallies and look to see how to update that both to recognize and demonstrate the capabilities shown in this election and allow for possibilities for further improvements. Having the preliminary RCV tallies elevated the discussions and allowed people to talk about what some of the political implications were about how things were developing rather than guessing about the second and third choices.

Commissioner Arnold Townsend stated that what having the numbers on that night did was make an appearance of transparency that pleased people. Our elections have always been transparent; even if it took several days. There was never any skull doggery, never any hiding; that was just the process at that time. Now that there is a different process that the people like it gives a different kind of appearance of transparency but I don't want to suggest that this department was never transparent about what it was doing.

## **5. COMMISSIONER'S REPORT**

No reports. No public comments.

## **NEW BUSINESS**

## **6. DISCUSSION AND POSSIBLE ACTION REGARDING INDIVIDUAL COMMISSIONER OBSERVATION ACTIVITIES FROM THE NOVEMBER 6, 2012 CONSOLIDATED GENERAL ELECTION**

Commissioner Gleason was Precinct Inspector at 9112 and everything was superb but the one mixed bag was the Student Poll worker program. I had excellent students but they really weren't prepared to do the job. With the redistricting, the Presidential election high turnout, a lot of people who weren't registered to vote, etc...there were



more cards that went into the machines that weren't supposed to; unfortunately it wasn't discovered until late that evening. I had really good students but there wasn't enough time to assess whether or not they understood the process of the machines. I've never had that issue before and this could've been an isolated incident but it really threw things off especially with how busy we were. I don't want to knock the program because it's been very successful and I did have one student that was sharp and I was able to turn things over to them and they went to work. The other thing I wanted to mention was that I called down to get a "stand-by" and the person that I got was "Top Notch." She came right in and took care of everything.

Commissioner Rich Matthews was an Inspector at precinct 9122 (George Washington HS) and he echoed almost everything Commissioner Gleason said. The training was terrific, delivery of materials was efficient, and everything went well. The student workers were amazing and the usual things that happen at a polling place happened. They made a lot of use out of the map. He did a lot of redirecting and showed people where their correct polling place was. He learned that if you take the time to explain to the voters that their votes will not be counted tonight that they would actually go to their correct polling place and vote instead of settling for a provisional vote.

Secretary Tachina Alexander reported that collecting the Vote By Mail Ballots at all entrances of City Hall was a Phenomenal Success. Each person was grateful for the convenience of not having to come inside to drop their votes off. Everyone wanted their "I Voted" stickers. I made up a "Be-A-Voter" Slogan song and sang it to everyone who came by and told them that they were a SUPERSTAR for voting!

Commissioner Arnold Townsend went to 34<sup>th</sup> Avenue to Elise Kennedy who was being honored because the first time she was a poll worker was for Franklin D. Roosevelt and every year since then.

Commissioner Winnie Yu was in China but returned on Election Day and saw families going to vote. There's a high need for language services and there's a higher number of registered voters in the OMI/Ingleside/Visitation Valley areas. If you increase the number of language services you can effectively decrease the need for language services. The Mobile phone app was updated constantly and that was helpful as well as the press releases with the updates.

**7. DISCUSSION AND POSSIBLE ACTION REGARDING THE ELECTIONS  
COMMISSION ANNUAL REPORT FOR 2011 (CONTINUED FROM OCTOBER 30,  
2012 MEETING)**

Commissioner Rich Matthews moved that the annual report for 2011 be approved  
Commissioner Gleason seconded the motion. The roll call vote was UNANIMOUS.

**8. DISCUSSION AND POSSIBLE ACTION REGARDING ITEMS FOR FUTURE  
AGENDAS**

No discussion

**ADJOURNMENT** at 6:51pm

**ELECTIONS COMMISSION**  
*City and County of San Francisco*



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Richard P. Matthews  
Catalina Ruiz-Healy  
Rosabella Safont  
Arnold Townsend  
Winnie Yu

John Arntz  
Director of Elections

Tachina Alexander  
Commission Secretary

**Elections Commission Meeting**

**Wednesday December 19, 2012  
6:00 p.m.**

**City Hall, Room 408  
1 Dr. Carlton B. Goodlett Place  
San Francisco, California 94102**

**GOVERNMENT  
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**DEC 14 2012**

**Order of Business**

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**1. Call to Order & Roll Call**

**2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.**

**3. Approval of Minutes from previous meetings.**

Discussion and possible action to approve the Minutes (attachment: November 28, 2012 draft minutes)

**4. Director's Report**

- Certification of for the November 6, 2012 Consolidated General Election
- Division Updates

Budget/Personnel	Technology Division
Campaign Services	Voter Services
Outreach	
Publications	
Poll Worker Division	

**5. Commissioners' Reports**

- Meetings with public officials
- Oversight and Observation activities
- Long-range planning for Commission activities and areas of study
- Proposed legislation which impacts elections

## **NEW BUSINESS**

- 6. Discussion and possible action regarding the Department of Elections' compliance or non-compliance with the Election Plan for the November 6, 2012 Consolidated General Election as well as the effectiveness of the Election Plan.** Report back from Budget and Oversight of Public Elections Committee meeting from December 5, 2012. (Attachments: November 6, 2012 Election Plan, November 6, 2012 IRIS Report, November 6, 2012 Edge Usage Report, November 6, 2012 Provisional Ballot Log.)
- 7. Announcements**
- 8. Discussion and possible action regarding items for future agendas.**

## **Adjournment**



There will be an opportunity for public comment on each agenda item.

Materials contained in the Commission packets for meetings are available for inspection and copying during regular office hours at the Department of Elections, City Hall Room 48. Materials are placed in the Elections Commission's Public Binder no later than 72 hours prior to meetings. Any materials distributed to members of the Elections Commission within 72 of the meeting or after the agenda packet has been delivered to the members are available for inspection at the Department of Elections, City Hall Room 48, in the Commission's Public Binder, during normal office hours.

**Cell phones, pagers and similar sound-producing electronic devices:** The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. The Chair may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

**Disability Access:** The Elections Commission meeting will be held in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in a meeting, please contact the Department of Elections at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 p.m. the previous Friday. Late requests will be honored, if possible. Services available on request include the following: American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes. Please contact the Department of Elections at (415) 554-4375 or our TDD at (415) 554-4386 to make arrangements for a disability-related modification or accommodation.

**Chemical-Based Products:** In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

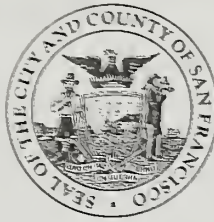
**KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code):** Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244, 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO CA 94102-4689; PHONE: (415) 554-7724; FAX: (415) 554-7854; E-MAIL: SOTF@SFGOV.ORG.

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, at the San Francisco Public Library, and on the City's website at <http://www.sfgov.org>.

**Lobbyist Registration and Reporting Requirements:** Individuals that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; and website: [www.sfgov.org/ethics](http://www.sfgov.org/ethics).







Election Plan  
Consolidated General Election  
November 6, 2012

I. Introduction

The Department of Elections for the City & County of San Francisco (Department) is responsible for conducting elections under the rules and regulations established by federal, state, and local laws – notably, the Voting Rights Act, the Help America Vote Act, the Americans with Disabilities Act, and the City's Equal Access to Services ordinance; to have an open process that provides the public confidence in the election system; to improve upon and provide a public outreach and education plan to all eligible voters in San Francisco; and to continue to improve upon the services the Department provides by streamlining processes and looking ahead to the future needs of the voters of San Francisco.

Serving a registered voter base of nearly 470,000 citizens, prior to every election, the Department provides information about and facilitates the filing of candidate nomination papers, ballot measures, and the proponent and opponent arguments and paid arguments that appear in the Voter Information Pamphlets; produces San Francisco's sample and official ballots and Voter Information Pamphlets; organizes vote-by-mail program for approximately 200,000 voters; conducts testing of 600 optical-scan voting machines, Insights, and 600 accessible touchscreen voting machines, Edges; secures 573 voting sites for Election Day; recruits and trains 2,500 poll workers, all of whom administer mandated procedures and provide service to a linguistically and culturally diverse voter population; organizes the collection of the election data and voted ballots on election night; provides for the tabulation of voted ballots; and conducts the official canvass of votes cast.

The Department drafts an Election Plan prior to every election as required by San Francisco Charter section 13.103.5. The Election Plan provides information on how the Department will conduct an election in a manner that is free, fair, and functional. Afterwards, the Elections Commission will assess whether the Election Plan allowed for elections that are free, fair, and functional. Following is the plan for the November 6, 2012 Consolidated General Election.

This Plan is organized according to the subject matters listed below.

- II. Dates and Deadlines
- III. New Practices
- IV. Observation Activities
- V. Voter Outreach and Education
- VI. Customer Service Program for Those Who Seek Public Access to Election-Related Materials and Programs
- VII. Poll worker Recruitment and Training
- VIII. Voting Equipment
- IX. Polling Places
- X. Ballots
- XI. Election Night: Transporting and Securing Precinct Ballots after the Polls Close

- XII. Vote Counting
- XIII. Remaking Ballots
- XIV. Ballot Processing Schedule
- XV. Reporting Election Results
- XVI. Canvassing of Election Materials: Final Report and Certification of Results

## **II. Dates and Deadlines**

- September 7: Preparation for mailing ballots to Uniformed Service and Overseas;
- September 22: Deadline to mail ballots to UOCAVA voters
- October 8:
  - Early Voting begins in City Hall, 8 a.m. to 5 p.m.
  - Mailing of Vote-By-Mail ballots begins
  - Deadline to mail Voter Information Pamphlets and Sample Ballots
  - Deadline to designate the polling places and to appoint the members of the several precinct boards
- October 12: Chinese and Spanish Voter Information Pamphlets mailing target date
- October 22: Deadline to register to vote
- October 23. Deadline to prepare a list of precincts to which bilingual officers were appointed
- October 23-October 30: Special extension of registration for new residents, who moved into California after the October 22 registration deadline. New residents are eligible to vote for the President and Vice President of the United States only and must do so in person at the Department's office.
- October 23-November 6: Special extension of registration for new citizens who get sworn-in after the October 22 registration deadline. New citizens must show proof of citizenship and shall declare that they have established residency in California in order to register and vote. New citizens must vote at the Department's office.
- October 27 and October 28; November 3 and November 4:
  - Weekend Early Voting takes place at City Hall, 10 a.m. to 4 p.m.
- October 30:
  - Deadline to conduct testing of voting equipment to be used to tabulate ballots
  - Deadline for voters to request a Vote-By-Mail ballot
  - First day for processing vote-by-mail ballots
- November 6: Election Day
- November 8: Official Canvass period begins
- December 4: Official Canvass ends. Deadline for Department to certify the election and issue the Certified Statement of results

### **III. New Practices**

#### **A. Creating the Ballot for the November 6, 2012 Election**

For the November 6, 2012 election, the following contests will appear on the ballot:

##### **Federal**

- President and Vice President of the United States
- United States Senator
- United States Representative, Districts 12 and 14

##### **State**

- State Senator, District 11
- Member, State Assembly, Districts 17 and 19

##### **Local**

- Member, Board of Education (four seats)
- Member, Community College Board (four seats)
- BART Director, Districts 7 and 9
- Member, Board of Supervisors, Districts 1, 3, 5, 7, 9 and 11

##### **Measures**

- State Propositions
- School Propositions
- San Francisco City and County Propositions

There will be 37 ballot types, based on various jurisdictional boundaries that comprise San Francisco, thus requiring the Department to produce a ballot unique to each ballot type. Under California's new Top Two Primary rules, there will not be a write-in space for voter-nominated offices on the general election ballot.

The ballot will consist of multiple cards. Voters who live in Supervisorial Districts 2, 4, 6, 8 and 10 will receive a three-card ballot.

Voters in Supervisorial Districts 1, 3, 5, 7, 9 and 11 will elect their member of the Board of Supervisors. These voters will receive a four-card ballot with an extra card for the ranked-choice contest for Supervisor.

To facilitate ballot-issuing at the polls, the Department will develop two sets of poll worker Election Day materials: one for poll workers assigned to sites within odd-numbered Supervisorial Districts and one for poll workers working in even-numbered Districts. The procedures will be included in the Poll Worker Training Manual, specifically the Inspector Workbook and Clerk Job Cards. Although the poll workers will review both sets of procedures in training classes, on Election Day they will be provided with the instructions specific to their precinct assignment.



## **B. Transferring Ballots from Insights Voting Machines to Blue Ballot Boxes**

The optical scan Insight voting machine, used at the polling places, has the capacity to hold approximately 1,200 cards. Since each voter will receive a multi-card ballot, the number of ballots voted at polling places could possibly exceed the holding capacity of the Insights. For these reasons, the Department will deliver an additional blue ballot box to every polling place to allow the transfer of voted ballot cards, if necessary, from the Insight into this secure container.

Throughout Election Day, the Department will instruct the poll workers and Field Election Deputies (FEDs) to monitor the number of voted ballot cards displayed on the LED counters of the Insights. If at any point during Election Day, the Insight LED counters indicate a number of 900 or greater (225 voters in odd-numbered districts or 300 voters in even-numbered districts), the FEDs for those polling places with the assistance of the polling place Inspectors will transfer voted ballots from the machines into the blue ballot boxes. The FEDs will open the doors of the Insights to access the ballots in the bins, place the ballot cards in a plastic bag, seal the bag, and place the bag in the blue box. After the voted ballots are transferred, the blue boxes will remain at the polling places until the polls close.

Whenever ballots are moved from the Insights to the blue boxes, the FEDs or polling place Inspector will announce to voters the reason for why the ballots are being moved. A tent card alerting voters to these transfers will be placed on the election tables at the polling places. Additionally, voters will be advised to call the Department if they have any questions regarding this process. This procedure will be included in the poll worker and FED training curriculums to ensure that all involved in the polling place operations are prepared to conduct the ballot transfer, if necessary.

## **C. Informing the Public About New Precinct Boundaries and Locations of Polling Places**

On April 14, 2012, the Redistricting Task Force completed the redrawing of the supervisorial district boundaries. After new supervisorial district boundaries were drawn, the Department began adjusting precincts to reflect these district lines. When redrawing precincts, the Department followed the following guidelines:

- No precinct can exceed 1,000 voters;
- Political District lines must not be crossed;
- Census blocks must not be split (if one has to be split, documentation must be kept to explain why);
- Observe topography, geography and natural barriers, such as, freeways, reservoirs, parks, etc;
- Voters should be able to walk to their polling places (distances of six blocks or less);
- Pinpoint existing accessible polling places and draw precincts around them, whenever possible;
- Assess the impact of moving each block with regard to the number of voters that will be moved into/out of a precinct;
- The voter count of each precinct should be kept below 900 voters to allow for growth (registration drives, new construction, etc.);

- Detailed records must be kept of the precincts before and after the boundary lines were altered (lists and maps).

The Department completed adjusting precincts boundaries in time for the signatures-in-lieu-of-filing-fee process for the November 6, 2012 election, creating 602 precincts, 6 of which are consolidated precincts, and 23 are mail-ballot precincts. The Department made hard copies of new precinct maps available to the public and posted on its website digital precinct maps and electronic mapping shape files for downloading. Additionally, the Department developed a District Lookup Tool that allows voters to review their former and new district information and find out if their districts have changed.

On Election Day, the Department will support 573 polling places. All voters will find the printed address for their polling place along with a vote-by-mail ballot application on the back cover of their Voter Information Pamphlets, which are mailed to every voter at least 29 days before every election. Additionally, the cover of the Voter Information Pamphlet will feature a QR code, which will direct voters to the mobile Polling Place Look-Up Tool on the Department's website when photographed or scanned with enabled cell phones. In the weeks leading up to the election, the Department will issue several press releases informing the public that many polling places have changed for the November 6, 2012 election and encouraging voters to check the locations of their polling places before Election Day.

#### **D. Introducing "E-Data" Tool on the Website**

The Department continues to expand the information available on its website. One new feature of the website, "E-Data", will offer information and data on various election areas, such as voter registration, vote-by-mail statistics, polling place and poll worker recruitment, ballot processing, including the number of ballots issued, returned, counted and remaining to be counted.

This information will be updated daily, enabling the public to access current statistics and view the progress of the election operations. Additionally, "E-Data" will allow users to submit feedback about their experiences utilizing this tool.

#### **E. Providing Opportunity to Register Online**

The California Secretary of State expects to have online voter registration available in early September, in time for the November 6, 2012 election.

On October 7, 2011, Governor Brown signed into law SB 397 allowing the California Secretary of State to pursue implementation of an online voter registration system. The Secretary of State's office has been coordinating with the State Department of Motor Vehicles (DMV) and the counties' election management system vendors to develop the interface that will allow counties to communicate efficiently and securely with the DMV to verify signatures and register eligible voters. Online voter registration is expected to allow individuals to submit their voter registration applications online when registering to vote, or changing the name or address on their voter registration records.

In anticipation of online voter registration, the Department has been making plans to extend the opportunity to register online to eligible San Franciscans through the use of tablet devices at



outreach events, such as street fairs, community forums, and USCIS Naturalization Ceremonies. The Department will be able to hold voter registration drives at colleges, public libraries, BART and Muni Metro stations and other locations across the city and register people to vote, thus eliminating manual entry of information into the registration database and increasing the ease of registration.

#### **F. Expanding Voter Outreach to Local Colleges, Universities and High Schools**

The Department will continue to expand its efforts to engage voters aged 18 to 24 to participate in the election through outreach at local colleges and high schools, at events frequented by youth, and through technology. Specifically, the Department has been collaborating closely with all City College campuses, San Francisco State University (SFSU), the University of San Francisco (USF), Treasure Island Job Corps, the Fashion Institute of Design & Merchandising, and Heald College to schedule voter registration drives and voter education presentations in these educational settings. Additional outreach will be made to the on-campus housing at both SFSU and USF.

To expand outreach efforts to San Francisco public and private schools, the Department will contact Lincoln, Galileo, Washington, Burton, Urban School, Thurgood Marshall, Sacred Heart, School of the Arts, Balboa, Ida B Wells, Lowell, International Studies Academy, Mission, French American International High School, Cornerstone Academy and John O'Connell to ascertain if the schools are interested in having the Department provide presentations on the opportunity to become a poll worker for the upcoming election and general voter information, as well as distribute voter registration cards. The general voter information presentation will include information explaining registration process for first-time voters and the importance of voting. At the end of the presentation, students will receive Voter Registration Forms to fill out and to take home for their parents. To further expand its voter outreach to young voters, the Department will continue including the voter outreach component in the high school student poll worker training class curriculum. Through this additional training component, the Department anticipates reaching 1,000-1,200 students and their families.

The Department will continue to reach out to first time voters through social networking websites such as Facebook and Twitter.

#### **G. Inspiring Voters Through Outreach Message**

The Department's outreach materials will continue to urge San Franciscans to "Be A Voter" in the upcoming election. The theme will encourage registration and voting in the upcoming election and is supported by research conducted by Harvard and Stanford Universities. The 2008 study showed that participants who were asked about "being a voter" voted at a higher rate than those who were asked whether they would "vote."

The Department will disseminate information about ranked-choice voting to the public in Districts 1, 3, 5, 7, 9 and 11 and will develop voter education materials focusing on how to properly mark a ranked-choice ballot. With two illustrations – a smiley face and a frowny face – the Department's materials will remind voters that when marking a ranked-choice ballot, they may rank up to three different candidates, one in each column, and must avoid overvotes.

The “Be A Voter” message will appear on the cover of the Voter Information Pamphlet sent to every registered voter, in the newspapers, at the offices of local organizations and city departments, on the billboards, Muni buses and bus shelters throughout the city. Additionally, the Department will mail a postcard with election information to every household in the beginning of October. Districts with supervisorial contest on the ballot will be blanketed with the materials on ranked-choice voting.

The Department will incorporate into its presentations a new element inspiring voter participation. Specifically, Department personnel will attempt to briefly engage the audience in the discussion about why a simple act of voting matters.

#### **H. Incorporating the Use of Dynamic Map into the Poll worker Assignment Process**

Previously, poll worker assignment was completed through the use of excel spreadsheets listing precincts and associated poll worker staffing requirements. In the upcoming election, the Department will utilize a more intuitive, dynamic map displaying the poll worker recruitment targets at each site when assigning poll workers to the polling places. This will be of great benefit to the assignment process because the tool allows the user to specify criteria for the information to be displayed on the map (i.e. sites needing Inspectors, Chinese-speaking workers, etc.), stream the data in real-time directly from the Poll Worker module of the Department’s Election Information and Management System (EIMS) and visually identify polling places which require additional workers. As poll workers are assigned to the precincts in EIMS, the map can be refreshed and new data will appear. This map will be available in the Poll Worker Hiring Office, enabling applicants for poll worker positions to view available locations and choose their preferred sites. Department personnel working in the Poll Worker Hiring Office will be able to assign workers to precincts based on their preference without any delays.

#### **I. Extending Opportunity for Practicing Operating Voting Equipment to a Greater Number of Poll Workers and Election Day Support Personnel**

Building on positive feedback from individuals who attended training labs during the June 2012 election cycle and in an effort to strengthen poll workers’ confidence level and ability to operate the voting equipment, the Department will increase the number of training labs, extending the opportunity for practicing operating voting equipment to a greater number of poll workers.

The Department plans to offer 25 training labs in the two weeks prior to Election Day and will invite all poll workers to attend one of the sessions. During the sessions, in a self-paced learning environment, poll workers will have an opportunity to set up a voting machine, print the zero report, activate a touch-screen or audio ballot, run the end-of-day results tape, and close the polls on a voting machine.

Training for Election Day support personnel, Field Election Deputies (FEDs), will continue to include a hands-on practice session. In a centralized model, a trainer will direct a group of FEDs as they practice setting up, operating and closing the voting equipment. The hands-on practice will replicate Election Day process exactly and will include a variety of scenarios that FEDs are likely to encounter on Election Day.



**J. Implementing RFID Technology on a Small-**

The Department will continue to implement Radio Frequency Identification (RFID) technology to study the efficacy and efficiency an RFID system to track materials and processes. RFID is a wireless non-contact system that uses radio-frequency to transfer data from a tag attached to an object, for the purposes of automatic identification and tracking. The testing program will consist of tracking precinct rosters as they are distributed to the polling place inspectors and when the rosters are returned to the Department after Election Day. Also, the Department will again use RFID for tracking voting equipment to and from several precincts using a pass through 'gate' or 'portal,' eliminating the need to physically handle or remove items and to scan their attached barcodes using a handheld device.

**K. Releasing Preliminary Results for Ranked-Choice Contests**

The Department will release the first preliminary results report for ranked-choice and non-ranked-choice contests at approximately 8:45 p.m. This report will represent results from the vote-by-mail ballots the Department received before Election Day. Beginning at approximately 8:45 p.m. the reports will include results from ballots cast at polling places. The preliminary results report for ranked-choice contests will provide a snapshot of the results first rank votes for every candidate when applying ranked-choice algorithm to the results from the ballots the Department had processed prior to Election Night. While the Department will implement the ranked-choice algorithm for the first time on Election Night, the Department will not release the tables that indicate how each vote was transferred due to time constraints. The Department will update the non-RCV results report regularly throughout the night until all polling places have reported.

After all polling places have reported, the Department will again release the a preliminary ranked-choice chart report as well as ballot image files. The Department will post all results reports on its website.

The results will be available from the following sources:

- Department's Website – results will be posted on [www.sfelections.org](http://www.sfelections.org)
- San Francisco Government Television – SFGTV, Channel 26, will report results throughout the night
- North Light Court, City Hall – results will be displayed on a large monitor; paper copies of updates will be available at approximately 8:45 p.m., 9:30 p.m., 10:30 p.m., and 11:30 p.m.
- Department's Office, Room 48 –paper copies of updates will be available and also posted outside the Department's office

After Election Day, for any day during which the Department counts ballots, the Department will release updated results at approximately 4 p.m. These subsequent releases will include results from ballots cast at polling places, remaining vote-by-mail ballots, provisional ballots, and write-in votes. The Department will release preliminary results for the ranked-choice and post the ballot image files on every day the Department counts ballots. On the days during which no

ballots have been counted, the Department will post a notice on its website stating there is no updated report available.

#### **IV. Observation Activities**

To the fullest extent allowed by law and by the logistical and security constraints required to preserve the security of the voting systems and the privacy of the voters, the Department will welcome the public to observe the following processes:

##### **Pre-Election**

- Logic & Accuracy (L&A) testing of voting machines, which includes the following:
  - Insight machines (precinct optical scan ballot tabulators)
  - 400-C machines (Vote-by-Mail and precinct ballot optical scan and tabulator)
  - Edge II (a touchscreen machine designed primarily to assist people with specific needs to vote independently and privately at the precinct or early voting counter).
- Receipt and storage of Vote-by-Mail ballots
- Signature/eligibility verification of Vote-by-Mail ballots
- Opening and preparation for counting of Vote-by-Mail ballots
- Poll worker Training Classes

##### **Election Day**

- 573 Polling Place Locations Citywide 7 a.m. - 8 p.m.
- Election Day voting at City Hall 7 a.m. - 8 p.m.
- Processing Vote-by-Mail Ballots in City Hall
- Processing Center at Pier 48

##### **Election Night**

- Vote-by-Mail Ballot tabulating can be viewed through the observation window of the Department of Elections, City Hall, Room 48 where the two monitors provide real-time viewing of tabulation machines operations
- Election Night results can be viewed in the North Light Court at City Hall.

##### **Post-Election – Official Canvass**

- Processing provisional ballots and Vote-by-Mail ballots returned to polling places
- Processing write-in ballots
- 1% manual tally of the precinct ballots and Vote-by-Mail ballots at Pier 48
- 100% manual remake of the precinct Edge II votes into paper ballot based on the Voter Verifiable Paper Audit Trail (VVPAT) printout and tabulated on the 400-C
- Updated results releases at City Hall

The Department will conduct several "Open Houses" to provide the public and the media with the opportunity to observe election preparations and will issue the "Observe Guide" providing general information about observation activities.

The Department will also prepare and issue the "Guidelines for Media and Poll Monitors on Election Day" describing general rules for observing voting activity.

## **V. Voter Outreach and Education**

The Department is responsible for educating San Francisco residents year-round about voting and elections in compliance with various municipal, state, and federal laws and mandates. For each election, the Department devises a specific program plan to inform voters about the scope of the election and types of contests; enable those who are eligible and interested to participate; and, ensure participants are aware of available voting options and assistance.

To prepare voters for the upcoming election, the Department defined three major goals:

1. Make voter registration available to all eligible San Franciscans.
2. Provide full access to information about the voting process for all voters, including those afforded specific legal protections by the Voting Rights Act and other legislation.
3. Continue to explain ranked-choice voting to voters in Supervisorial Districts 1, 3, 5, 7, 9 and 11.

The three major goals will be met using five general strategies:

### **Strategy I. Networking with community-based organizations**

The Department will leverage community expertise and connections by partnering with community-based organizations (CBOs), neighborhood associations, and merchant groups to expand and refine outreach efforts to reach voters efficiently and effectively.

To offer organizations the opportunity to share ideas on how to best reach out to the City's diverse communities to disseminate election-related information, to recommend effective venues for identifying and registering eligible electors, and to provide feedback on how to increase the overall public awareness of and participation in the elections, in January 2012 the Outreach division of the Department established the Community Network that includes representatives of various CBOs.

Approximately 400 organizations in the Community Network provide on-going feedback to the Department on its voter education efforts. The Community Network organizations also host presentations, display election materials, and serve as a trusted source of information to the community.

In the summer of 2012, all Community Network organizations were contacted by mail and e-mail and invited to host presentations, asked to distribute voting information and offer new ideas for reaching the communities they serve. An additional 100 neighborhood associations and merchant groups were invited to join the Community Network prior to the November 2012 election.

In the months leading up to the election, all Community Network representatives will be invited to a series of the meetings to learn election information to share with their communities.



Further, all Community Network organizations will be sent “Be A Voter” posters and flyers, and materials explaining ranked-choice voting. This proactive approach is expected to help blanket San Francisco with election information.

In creating and seeking partnerships, the Department continually bears in mind its responsibility to ensure equal access to the voting process for all voters, such as the Voting Rights Act, the Help America Vote Act (HAVA), and the Americans with Disabilities Act (ADA).

The Department will meet with community leaders who have interests in voter outreach and education to the Chinese- and Spanish-speaking communities to seek collaboration in disseminating election information, increasing voter registration and promoting voting awareness among individuals with limited-English proficiencies.

### **Strategy II. Coordinating outreach efforts with local agencies**

The Department will provide voter education materials to city departments, offices of the members of the Board of Supervisors, the Mayor’s office, and San Francisco Unified School District schools. Members of the civic family will be encouraged to invite the Department Outreach personnel to share voting information at their events and meetings, include election information in their newsletters, and feature links from their websites to the Department’s website.

The Department has been coordinating voter registration efforts for formally or currently incarcerated people with the Public Defender’s, Adult Probation, and Sheriff’s offices.

The Department will provide voter education materials to San Francisco public schools, recreation centers and San Francisco Public Library branches. The Department will partner with San Francisco Municipal Transportation Agency (SFMTA) to facilitate the “Be a Voter” campaign on multiple bus routes and bus shelters in the weeks leading up to the election.

### **Strategy III. Providing multilingual information to the public through scheduled events and presentations**

For the November 6, 2012 election, the Department outreach team will be composed of two English-monolingual employees, two bilingual employees fluent in Cantonese and Mandarin, one Spanish-speaking employee, and one Russian-speaking employee.

When scheduling outreach, public events and locations will be chosen to maximize exposure to diverse communities. That is, the Outreach division personnel will prioritize attending events in communities where there are fewer Community Network partners and scheduled presentations. The Outreach division will consider the 2010 U.S. Census Citizen Voting Age Population (CVAP) data when planning street fairs, community events and other outreach activities targeting areas with the Asian and Latino populations.

#### *Voter registration*

In an effort to provide registration to as many San Franciscans as possible, the Department has been encouraging, training, and making materials available for community-based organizations to conduct voter registration drives. Training for organizations is on-going, with a special voter registration drive training day for Community Network organizations scheduled in September 2012.

The Outreach division will contact organizers of publicized events to offer the Department's assistance with providing registration materials and accurate, nonpartisan information on the upcoming election. In addition to attending community-based organization events, the Department will create registration opportunities where the residents may register to vote, update current registration, and sign up to vote by mail. Locations will include public libraries and BART stations across the city. Additionally outreach at farmer's markets is being expanded in an attempt to reach new and diverse communities of potential voters who do not seek out events dedicated to voting or election information but who can be engaged when their daily activities spontaneously intersect with an outreach opportunity. As the registration deadline approaches, the volume of voter registration opportunities offered by the Department will increase, culminating in a one week "last chance" promotion to the public.

Extra effort will be made to engage voters aged 18 to 24 through outreach at local colleges and high schools, at events frequented by young people, and through technology. Specifically, the Department will work closely with all City College campuses, San Francisco State University (SFSU), the University of San Francisco (USF), Treasure Island Job Corps, the Fashion Institute of Design & Merchandising, and Heald College to conduct voter registration drives and voter education presentations in these educational settings. Additional outreach will be made to the on-campus housing at both SFSU and USF. High school pollworker recruitment and training will continue to encourage voter registration for all those eligible. The Department will continue to utilize *sfelections.org*, the online Voting Toolkit, Facebook, Twitter, and e-mail newsletters to interact with younger voters via virtual outreach.

The Department will continue to coordinate with the community-based organization Computer Technology Network to provide registration opportunities to seniors and adults with disabilities and encourage their participation in the upcoming election.

#### *Scheduled presentations*

Invitation letters were sent to Community Network organizations in July to schedule outreach presentations, voting overview remarks, resource tabling, and voter registration training. Outreach coordinators have been scheduling presentations with organizations that responded to the initial mailing and will follow up with nonresponsive organizations by e-mail and phone as the election approaches.

Typically, outreach presentations last 20-30 minutes. Afterwards, coordinators register voters, distribute materials, and answer individual questions. Presentations vary in content, which allows groups to request information aligned with the needs of their clientele, covering the following:

- Voting Education: "How to Be A Voter" presentation covers who can vote and how to register; what's on the ballot; how to mark a ballot, including ranked-choice ballot; why vote (a conversation led by the host organization); information available in the Voter Information Pamphlet; options for where and when to vote; assistance available to voters with disabilities and voters with limited English proficiency; how to get involved in the election as a poll worker or polling place provider; and dates and deadlines for this election.



- **Conducting a voter registration drive:** The presentation is given directly to the individuals who will conduct the drive, or as a train-the-trainers session for organizers who want to educate others. The presentation covers topics such as who can circulate registration forms; registration requirements; when to re-register; review of information required on the form from both the voter and circulator; common omissions and mistakes on the registration forms; where and when to return the form; and penalties for noncompliance with regulations.
- **Voting Machine demonstrations:** For this presentation, outreach coordinators bring an Insight optical scanner—voting machine that reads paper ballots—and/or an Edge II accessible voting machine with touchscreen and audio modes. Using a demonstration ballot, outreach coordinators show how to navigate and vote a ballot, and allow voters to cast practice ballots on the voting equipment so they can feel confident interacting with the technology when voting their official ballot.

#### **Strategy IV. Presenting a multilingual mass media campaign**

To disseminate information on when, where, and how to participate in the upcoming election and ranked-choice voting, the Department will produce and distribute print materials in four languages featuring both general voting and election specific information. In addition, the Department will utilize multiple media tactics, including advertising on Muni buses and bus shelters; sending targeted trilingual mailers to all San Francisco households; providing the Voter Information Pamphlet to every registered voter; and using the Internet, television, newspapers, and radio.

#### **Press**

*Press Releases*—Several press releases on the availability of outreach coordinators to present election information at the public events will be issued in the months leading up to the election.

*Media Interviews* – Interviews will be conducted in English, Chinese, Spanish, and Russian by the outreach coordinators.

#### **Print**

*QR (Quick Response) code*—To create a bridge from the general information provided through mass media to the material available online, the Department will stamp printed media with a QR code. When someone scans or photographs the QR code with an enabled cell phone, the user is taken to the mobile version of the Voting Tool Kit, which features the key information and tools necessary to participate in this election.

*Newspapers*—Print advertising will run in neighborhood newspapers during October. The Department will publish in three independent newspapers: El Mensajero (Spanish), Sing Tao Daily (Chinese), and World Journal (Chinese), and contact the San Francisco Neighborhood Newspapers Association to publish ads in its newspapers.

*Muni Advertising*—During October, the Department will run interior bus cards in English, Chinese, and Spanish on Muni buses and bus shelters throughout San Francisco. English-only advertising will be displayed on the exterior of Muni buses. “Be A Voter” campaign will be placed on routes that include targeted demographics and neighborhoods; information regarding ranked-choice voting will be displayed on bus shelters in Supervisorial Districts 1, 3, 5, 7, 9 and 11.

*Brochure and Poster Distribution*—The Department will produce materials to be distributed and displayed throughout San Francisco. The following materials will be available for download from the Department’s website:

- Be A Voter election flyer
- Be A Voter election poster
- Ranked-choice Voting Explained brochure
- Ranked-choice Voting Explained poster
- Guide to Voting brochure
- Quick Guide (Braille), Guide to Voting (Braille/Large-print)
- Multilingual voter services brochure
- Your Right To Vote poster
- Your Right To Vote: A Guide for Formerly or Currently Incarcerated People brochure

*Citywide Mailer*—In October, San Francisco households in Districts 1, 3, 5, 7, 9 and 11 will receive a trilingual postcard explaining key dates, what’s on the ballot, and how to mark the ranked-choice ballot. Households in remaining Supervisorial Districts will receive a trilingual postcard with the key dates and information about what’s on the ballot.

*Voter Information Pamphlet (VIP)* —The VIP will be mailed to all registered San Francisco voters one month prior to the election. The front cover design will incorporate “Be A Voter” graphics used in outreach materials and advertisements. The back cover will list the voter’s assigned polling place location address as well as an application to vote by mail. In the pamphlet, voters will be provided with:

- their sample ballot,
- candidates’ statements of their qualifications for office,
- information about the duties and compensation of the local elective offices sought by those candidates,
- information about each local ballot measure, including:
  - an impartial summary of the measure, prepared by San Francisco’s Ballot Simplification Committee,
  - a financial analysis, prepared by San Francisco’s Controller,
  - an explanation of how it qualified for the ballot,
  - arguments supporting and opposing the measure, and
  - the legal text of the measure.
- general information about voting or the election, including:
  - important election dates
  - their polling place location

- information about early voting by mail or in person
- access for voters with disabilities
- multilingual voter services
- voting instructions
- frequently asked questions
- voter bill of rights,
- confidentiality and voter records
- how to contact the Department of Elections
- information about any changes in the law or information specific to an election, such as redistricting or ranked-choice voting

*E-mail Newsletters*—Voters who provided an email address when registering to vote will be sent eLetters highlighting key messages about voting by mail, important dates and deadlines, and services provided by the Department.

*“Your Vote is Your Voice” word magnet*—The Department staff will continue to distribute these trilingual magnets at events to draw traffic to the outreach table, and enhance voter awareness of available resources and assistance of the Department.

#### **Strategy V. Creating online, on-demand information and resources**

The Department will utilize an array of interactive tools to engage and inform voters, allow voters to access both their personal voting information, and find details of the upcoming election at their convenience in their preferred language of English, Chinese, or Spanish.

The Department will continue to utilize *sfelections.org*, the online Voting Toolkit, Facebook, Twitter, and e-mail newsletters to interact with all voters via virtual outreach.

*QR (Quick Response) code*—The QR code on all print materials serves as a bridge from the general information provided through mass media to the in-depth material available online. When voters photograph or scan the QR code with an enabled cell phone, they are linked to a mobile version Voting Tool Kit on *sfelections.org*.

*Website*—The Department’s website, *sfelections.org*, is a comprehensive resource for general voter education and information specific to each election. Visitors will find look-up tools that allow 24/7 access to personal information and resources including:

- Registration lookup tool: A voter may check his or her name, address, and political party, and vote-by-mail status are up-to-date.
- Vote-by-mail ballot lookup tool: A voter may check if his or her ballot has been mailed out or received back by the Department.
- Voter Information Pamphlet: A voter may download the version matching his or her precinct’s ballot type, and download a Chinese or Spanish language supplemental Voter Information Pamphlet.
- Voter Information Pamphlet and Sample Ballot Opt Out tool: A voter may opt out of receiving a Voter Information Pamphlet and Sample Ballot by mail.
- Polling place lookup tool: A voter may check the address, building type (e.g., school,



community center) and physical accessibility of his or her assigned “home” polling place.

- Outreach materials: Voters, campaigns, or community-based organizations can find voter education materials for download and contact information for Voter Outreach if they desire a voter education presentation.

*Voting Toolkit*—Within *sfelections.org*, it serves as an umbrella tool that provides the most commonly accessed voter information as well as one location for all of the online look-up tools. This provides voters with easy access to the basic tools necessary to participate in the election: how to register; information about candidates and measures; changes in polling places and precincts; and options for voting early, by mail, or at the polling place.

*Partner Link to the Voting Toolkit*—The Department will provide Community Network organizations and city department with a high resolution “Be A Voter” graphic and URL for them to upload to their websites during the election season, to drive traffic to the Department’s Voting Toolkit and further encourage San Franciscans to vote.

*Facebook and Twitter*—The Department will regularly post and tweet election updates to remind voters about available tools, upcoming deadlines for the election, and encouragement to “Be A Voter”.

*YouTube videos*—The Department will post video versions of general election information PowerPoint slide shows to provide easy visual access for voters who prefer a self-paced, at-home presentation, or who wish to review what they heard at a public event.

## **VI. Customer Service Program for Those Who Seek Public Access to Election-Related Materials and Programs**

In addition to general services provided to customers visiting the Department, the Department operates public telephones Monday through Friday, during normal business hours. The Department has dedicated telephone lines available for staff to provide multilingual voter services in Chinese and Spanish, as well as the ability to provide telecommunication services to the deaf and hearing impaired. During an election, the Department will expand its phone assistance and will operate a seven member public phone bank to answer inquiries. The Department will hire and train bilingual temporary staff to operate the public phone bank beginning three weeks prior to and through Election Day.

For public inquiries and requests in e-mail form, the Department will continue using its established SFVote e-mail system. Customers can write to [sfvote@sfgov.org](mailto:sfvote@sfgov.org) requesting information or assistance with registration, candidate filing, voter data files, and other subjects.

## **VII. Poll worker Recruitment and Training**

### **A. Poll worker Recruitment**

For the November 6, 2012 election, the Department will recruit approximately 3,000 poll workers. Due to anticipated high voter turnout, the Department plans to place one additional clerk to assist with managing voter lines at the sites that have historically high voter turnout (400 or more voters). One additional clerk will also be assigned to the sites requiring three or more bilingual poll workers to meet the provisions of the Voting Rights Act or an additional poll worker to meet the requirements of the Americans with Disabilities Act. The polling places that do not meet one or more of these conditions will be staffed with three Clerks. Inspectors, polling place supervisors, will be assigned to each site.

In addition to 573 Inspectors and nearly 2,200 Clerks that will be assigned to work at the precincts, the Department will recruit 250 stand-by poll workers to station at City Hall for dispatch to precincts as needed on Election Day.

For the upcoming election, the Department plans to select approximately 70% of adult poll workers from a pool of experienced clerks and inspectors and 30% from new applicants. The Department will open the Poll Worker Intake Room to conduct testing and process new applicants on September 10. New poll workers will be recruited through various sources such as Craigslist, community-based organizations, San Francisco State University and the University of San Francisco.

The Department plans to recruit approximately 1,300 high school students to work at the polls. The recruitment will occur at 28 public and private schools in San Francisco in September.

The Department will continue to provide services to limited English proficiency voters and plans to exceed the 3% standard imposed by the California Elections Code, Chapter 4, Article 1, Section 12303 (b)-(c) by placing at least one bilingual poll worker in every precinct where 10 or more registered voters have requested election materials in Chinese or Spanish.

The Department will further target precincts where language assistance may be required by placing Chinese- and Spanish-speaking poll workers in every precinct where 25 or more registered voters were born in Chinese- and Spanish-speaking countries. Additionally, the Department will assign at least 1 bilingual poll worker in every precinct where there are 100 or more registered voters with Chinese or Spanish surnames.

In summary, the Department will assign bilingual poll workers as follows:

- 471 Chinese-speaking poll workers to 356 precincts (62% of 573 precincts)
- 167 Spanish-speaking poll workers to 166 precincts (28% of 573 precincts)

The Department plans to recruit an additional 25 Chinese-speaking standby poll workers and an additional 20 Spanish-speaking standby poll workers to be dispatched to the precincts if needed on Election Day.

## **B. Poll worker Training**

Poll worker training is conducted each election as mandated by the California Elections Code and the Secretary of State's Training Task Force to prepare poll workers for service on Election Day. Poll workers serve from 6 a.m. to approximately 10 p.m. on Election Day.

For the November 6, 2012 election, approximately 3,000 poll workers will be trained in over 130 training classes conducted at several locations near City Hall in the month preceding the election. Additional specialized classes will be held for approximately 100 field support personnel and 250 memory devices and ballot collectors.

### *Training Curriculum and Schedule*

Different class curriculum will be developed to support the training of election workers: Inspectors, New Inspectors, Clerks, New Clerks, High School Student Clerks and Bilingual Clerks who speak Cantonese, Mandarin, Spanish or Russian.

Training for Clerks will begin on Saturday, September 28 and training for Inspectors will begin on Tuesday, October 30.

Training classes will continue to cover the following topics:

- Proper operation of the voting system;
- Rights of voters, including language access rights for linguistic minorities, voters with disabilities, and other protected classes as defined in the federal Voting Rights Act;
- Cultural competency, including adequate knowledge of diverse cultures and languages that may be encountered by poll workers during the course of election day;
- Knowledge of how to offer and provide assistance to voters with disabilities;
- Procedures for vote-by-mail and provisional voting; and
- Procedures for documenting and transferring custody of all election materials at the end of Election Day.

Specifically for the November 6, 2012 election, the training presentation will cover the ballot issuing procedures that will differ for the odd- and even-numbered districts. The information included in the Training Manual, specifically the Inspector Workbook and Clerk Job Cards, will provide instructions for issuing a three-card or a four-card ballot to voters in precincts in even or odd districts, respectively. Although the poll workers will review both sets of procedures in training classes, on Election Day they will be provided with the instructions specific to their precinct assignment.

Additionally, training class curriculum will address the ballot transfer that the poll workers will complete on Election Day. The Inspector Workbook will outline the steps to be taken when performing the ballot transfer, including a scripted announcement informing the public that a ballot transfer is going to occur and the reason for the transfer.

### *Training Methods*



Pollworkers will receive an updated Pollworker Training Manual and multilingual glossary of election terms in class. The training manual and interactive review materials will be available online prior to the start of classes for those wishing to review the material before attending the class.

The online review materials are developed for every election with election specific-content as well as standard procedures. The materials provide a variety of opportunities for pollworkers to review training content, including voting procedures instructional videos, and self-test quizzes.

Classes will be conducted using a standardized PowerPoint presentation explaining the procedures for opening, processing the voters, and closing. Procedures for processing different types of voters will be reinforced using short videos filmed specifically for this election. The curriculum will include a hands-on section that will allow pollworkers to independently count sample unused ballots and other election materials, and count signatures in the Roster.

To refresh pollworkers' knowledge of the voting equipment, the Department will be offering Voting Machine Practice Labs where pollworkers will have the opportunity to complete voting equipment-related procedures on their Job Cards and Inspector workbook independently, as they would on Election Day. The number of labs offered will be increased by approximately 50% to accommodate additional pollworkers.

The Department will continue to offer a supplemental bilingual training class in Cantonese, Mandarin, Spanish, and Russian. The one-hour long bilingual classes in each language will cover specific translation terms and information on how to provide bilingual assistance to voters. The number of bilingual classes will also be increased, and classes will be offered on the weekend.

#### *Post-Election Day survey*

The Department will gather post-election feedback from all pollworkers via an optional online survey hosted by SurveyMonkey. Results will be automatically consolidated into sortable spreadsheets, and the Department will be able to review pollworker responses quickly and efficiently and incorporate the feedback in the future curriculum.

### **VIII. Voting Equipment**

The Department of Elections is required by law to conduct Logic and Accuracy (L&A) testing of all vote-tabulating equipment prior to each election. L&A testing is used to verify that the specific ballot information for each precinct is correct and to check the performance of the vote tabulating equipment. L&A testing ensures that all votes are recorded properly and tabulated accurately.

A Logic and Accuracy Testing Board oversees the testing, approves the test plan and certifies the results of the test. The L&A Board, which is composed of registered voters from different fields of work, is responsible for reviewing and approving the Test Plan, and later, for reviewing and approving the overall result of the test. The L&A Board must approve and certify the testing no later than seven (7) days before the election (California Elections Code Section 15000). After the testing is completed on all the machines, the results are presented to the L&A Board. For the November 6, 2012 election, the L&A Board must approve and certify the test result by October 30.

L&A testing consists of running a set of marked test ballots (using applicable ballot types) through each voting machine and comparing the vote count with predetermined results to verify the accuracy of the formulated software for a specific election.

Testing for the 400-C machines located in the Department's computer room in City Hall and used primarily to tabulate Vote-By-Mail ballots will occur on September 28; testing for the Insights, which are the optical scan tabulators used in each polling place, will occur on October 1 – 10; and testing for the Edge II touch screen machines also placed in each polling place, will occur on October 12 - 19, and the testing for the Edge II machines used for early voting will take place on October 4.

The Department will post a public notice of the scheduled dates for testing at least three days before testing begins.

#### **A. Testing of Voting Equipment Used in Polling Places**

The "Insight" and the Edge II voting machines are stored in the Department's warehouse at Pier 48, Shed B, which is located near AT&T baseball stadium in San Francisco. The warehouse has been renovated to be a secure facility. As a security precaution, all workers and visitors are required to wear an identification badge. During non-working hours, the warehouse is secured by card-keyed locks, video surveillance cameras, motion detectors, and alarms continuously monitored by a security service.

Once test ballots arrive at the warehouse from the printer, ballot test decks are sorted and prepared to begin L&A testing of San Francisco's precinct voting system. At least 573 Insight machines and 573 Edge II machines as well as associated printers, card activators and audio devices that are specific to each of the 573 polling places will be tested for use on Election Day. Additional voting equipment will also be tested to serve as back up or replacement units.

For the Insight machine testing, the memory packs and test decks are sorted first and distributed to each machine to be tested. The testing begins with the specific set of test deck being read into each Insight. Once all the required test ballots have been processed, a tabulation result report is printed from each machine; the report is proofed (compared to a pre-determined results report) for accuracy by the Department staff. After this verification, the information contained in the memory pack is uploaded into the voting system's database for printing test results.

Another precinct report is printed from these uploaded results. The report is proofed for integrity and accuracy by a different review team. After verification of the report, the memory packs are returned to the Insight testing personnel, placed in the Insight machine, and reset to zero values.

Once an Insight has been successfully tested, a serialized seal is attached to the memory pack cover to ensure that no untimely or unauthorized removal of the pack will occur. The Insight is then securely stored by precinct number in preparation for delivery to the precincts; it is now ready for use on Election Day.

The Edge testing involves the running of a vote simulation that automatically casts pre-determined votes over a set number of ballots. After the simulation is completed, the Voter



Verifiable Paper Audit Trail (VVPAT) is printed for each machine and then each VVPAT is reviewed to confirm that the results match the pre-determined test results report for the Edge. The testing will also involve doing manual voting by using the touch-screen interface to input test votes to determine whether the machines are properly registering votes.

During this manual interface, other functionalities such as audio and connectivity for assistive devices are tested to ensure that they are working correctly. Language translations will be reviewed and finalized outside of L&A by another group before the testing. This is done for each ballot type. There will be 37 ballot types that will be tested for this Election.

#### **B. Vote-By-Mail Ballot Equipment**

For this election, there are 23 mail-in only precincts. Ballots for these precincts, as well as all Vote-By-Mail ballots, will be tabulated using the 400-C Central Count machine. There are 4 units of these machines and they are located in the Department's computer room in City Hall. The testing of the 400-C machine is conducted similar to the "Insight" testing. Test ballots for a set of precincts that covers all 37 ballot types will be used for the test.

After testing of all the vote tabulating machines is completed, the results are presented to the Logic and Accuracy (L&A) Testing Board for approval and certification. The L&A Board must certify and approve testing results no later than seven (7) days before an election.

### **IX. Polling Places**

#### **A. Delivery of Voting Equipment and Election Materials to Polling Places**

Prior to Election Day, the Insight, Edge II, red boxes, blue boxes and additional supplies are delivered to the 573 polling places throughout San Francisco. After scanning the bar codes on each of these items that indicate the precinct numbers to which the equipment is assigned, warehouse staff pull the Insights and place them on rolling racks, organized according to predetermined delivery routes. The Insights are then double-checked by Department staff prior to being loaded on the proper delivery trucks. Department staff and delivery vendor staff together double check the Insights, using a route sheet, as they load the trucks. The Edge II is left in a "banker's bag" that is sealed with a serialized lock, which is verified by the Inspector on Election Day. Department and delivery staff cross check the Insight and Edge II precinct number and the address of the facility against the route sheet. After confirming the information is correct, they initial each other's route sheets for accountability.

#### **B. Retrieval of Voting Equipment and Election Materials from Polling Places**

The day after the Election, the Department in conjunction with Dominion Voting Systems and a moving company, begins retrieving the voting equipment, including the Edges, Insights, and red supply boxes and will continue to do so through the following Sunday. Staff searches each polling place for any election-related materials that may have been overlooked on Election Night. If any materials are found, they are placed in the red supply box.

Upon arrival at Pier 48, the red boxes, blue boxes and Edges are scanned in and stacked in a secure area of the warehouse; grey bins with corresponding Insights are also scanned in and lined

up numerically in rows. In addition to the barcode scan, a manual tally is kept to account for each Insight.

The contents of each red box are searched for any ballots and rosters that may have been placed there. Department staff record on a spreadsheet the number of ballots, the precinct number of the red box they were found in, and whether or not they have been voted. Ballot stubs and registration cards are also collected.

Concurrently, each Insight auxiliary bin and bins #1 and #2 are unlocked and thoroughly searched. If and when ballots are found, the precinct number, the bin they were found in, the amount and whether or not they were voted, is recorded on the same spreadsheet.

When all of the bins and red supply boxes have been searched, the ballots, stubs and registration cards that were found, are then placed in a red transfer box and the lid is sealed. The Department personnel sign and place a seal on the lid of the boxes to ensure the containers are sealed. A copy of the spreadsheet is taped to the top of the box.

Two members of the Department staff then bring the box to the canvass supervisor, and they all sign the chain of custody form.

## **X. Ballots**

### **A. Vote-By-Mail Ballots**

- Sealed Vote-By-Mail ballots are sent from the printer to the USPS main office on Evans Street in San Francisco for mailing which can begin on October 8, 2012.
- Subsequent requests for Vote-By-Mail ballot will be mailed as the Department receives applications.

### **B. Vote-By-Mail Generic Ballots**

- Unvoted Vote-By-Mail generic ballots used at the Department's early voting counter in City Hall will be secured in City Hall Room 59.

### **C. Returned Vote-By-Mail Ballots**

- The Department will securely store all voted Vote-By-Mail ballots in the Department's office at City Hall Room 48.

### **D. Precinct Ballots and Precinct Generic Ballots**

Unvoted precinct and precinct generic ballots will be delivered to the Department's warehouse on Pier 48 where Department staff will perform an inventory audit of the ballots received and will conduct a quality control check for correct print of precinct numbers, ballot types, ink, etc. On October 27 and 28, the Department staff will transport the ballots, packaged specifically for each precinct, to Brooks Hall for distribution to polling place Inspectors from the City Hall Cafeteria and City Hall Room 34.

Supply Bags with precinct ballots will be distributed to the polling place Inspectors upon their completion of training classes beginning Tuesday, October 30 through Saturday, November 3. If



Inspectors cannot pick up their ballots after training class, the Department may deliver the ballots and supplies to their residences.

## **XI. Election Night: Transporting and Securing Precinct Ballots after the Polls Close**

At the close of voting, voted ballots must be removed from the Insight optical scan tabulator and the Red Box and readied for transport to the Department's warehouse at Pier 48. Poll workers are to reconcile the number of remaining unused ballots with the number delivered to the precinct and the number used on the Posted Ballot Statement (PBS). A copy of the PBS must be posted outside each polling place along with the Insight results tape. Poll workers must take down the voting booths and ready the equipment and supplies for later pick up.

The poll workers will remove the memory devices from the Insight and the Edge II touch screen and ready them for retrieval by Parking Control officers from the Department of Parking and Traffic and then transported to City Hall. The ballots and Voter Verified Paper Audit Trail (VVPAT) memory devices will be taken to the Department's Processing Center at Pier 48 by Deputy Sheriffs.

Sheriff's Deputies will retrieve the voted, unvoted, Provisional and Vote-By-Mail ballots, and transport these items to the Department's Processing Center at Pier 48. Sheriff's deputies will escort the transport of these ballots to the Department's office in City Hall the day after the election. Department staff are to process all Provisional and Vote-By-Mail ballots to determine whether they can be accepted or must be challenged. Challenged ballots are neither opened nor counted whereas accepted ballots are opened, extracted and prepared for tabulation. State election law allows 28 days following an election for the election official to conduct the official canvass and certify the election results.

## **XII. Vote Counting**

### **A. Counting Vote-By-Mail and Early-Voting Ballots**

Each Vote-By-Mail ballot packet the Department mails to voters includes a postage-paid return envelope. The return envelope includes a designated space for voters to sign and printed on each envelope is a label with the voter's name and address. Upon receipt, the Department compares the signature on the return envelope to the image file scanned from signature affixed to the voter's registration card which the Department keeps on file. After the signature comparison, the voter's voting history is updated. Properly submitted ballots are then sorted by precinct.

Bins of sorted Vote-By-Mail ballots are then opened by a worker who slides the envelope through a slicing machine, and extracts the ballot. Throughout this period, the side of the envelope with the voter's identifying information is kept facing downward so as to protect the voter's privacy. Extracted ballots are then delivered to the Central Count location in City Hall.

The polling place roster will indicate whether the Department issued to a voter a Vote-By-Mail ballot approximately ten (10) days or more prior to the election. If the voter has requested a Vote-By-Mail ballot, this too will be noted in the roster and the voter will have to surrender the Vote-By-Mail ballot before being issued a precinct ballot or the voter will have to cast a Provisional ballot. The Department also provides to each polling place a supplemental list of

voters who requested Vote-By-Mail ballots and which is printed the day before Election Day. The poll workers use this supplemental list to update the rosters with the most recent information possible.

- The Department of Elections begins processing Vote-By-Mail ballots after the mailing of Permanent Vote-By-Mail ballots on October 8 by reviewing the signatures on the envelopes upon their arrival. The Department can begin opening the envelopes seven business days before the election – October 30.
- For this election, Vote-By-Mail ballots are to be processed at the Central Count location in the Department's computer room in City Hall using the 400-C optical scanning machines. After the ballots are verified, the Ballot Distribution division receives the accepted ballots. The ballot envelopes are then sorted by precinct number, opened, and extracted in Room 59 in City Hall. Once the ballots are removed, they are prepared for counting in the Department's Computer Room; header cards are placed between each precinct and log sheets are completed for each box of voted ballots. When ballots are moved from Room 59 to the Computer Room, a transport log is used to ensure the chain of custody. During ballot counting, any ballot that cannot be processed by the 400-C machine is set aside for manual review and "remake" if required. The 400-C machines also separate write-in ballots which will require manual review and tally.
- During the canvass process, ballots from the Insight auxiliary bin are also reviewed. Once the Department determines during the canvass, the process of reconciliation and review of all election materials sent to the polling places, that the auxiliary bin ballots have not been counted by the Insight on Election Day at the polls, the ballots are transported to the Central Count location in City Hall. They are then processed through the 400-C machines, similar to the way Vote-By-Mail and Provisional ballots are counted.

## **B. Counting Precinct Ballots**

Precinct ballots are scanned at the polling places after voters place their voted ballot cards into the Insight machines. The vote is tallied and stored in the memory pack in each Insight. Also, the votes cast on the Edge II touch screen are stored on a memory device. The memory packs from the Insight and the memory cartridges from the Edge II will be retrieved by Parking and Control Officers from the Department of Parking and Traffic and transported to City Hall. The memory pack information from the Insights will be uploaded into the tabulation database; however, the information from the Edge memory device will not be uploaded and used as official tallies. The paper ballots and VVPATs will be transported to Pier 48 by Deputy Sheriffs and the votes recorded on the VVPATs will be remade onto paper ballot cards at Pier 48. These paper ballots will be counted using the 400-C machines at City Hall.



### **C. Counting Provisional Ballots**

San Francisco will use 37 ballot types for this election. Provisional envelopes contain the ballots of voters whose names did not appear on the roster or who voted at the wrong precinct. Provisional ballots require individual review by a Department employee who compares the signature on the envelope to the voter's signature on the affidavit of registration on file. This process is performed by using the registration database to identify the voter and determine whether the voter is registered and which ballot type the voter should have voted according to the voter's current residential address. The database is programmed to compare whether the ballot type issued to the voter is the ballot type the voter is entitled to vote, in which case all of selections for the candidates and measures will be counted for the entire ballot. The "Help America Vote Act" (HAVA) and California Election Code Section 14310 (3)(b) state, "If the ballot cast by the voter contains candidates or measures on which the voter would not have been entitled to vote in his or her assigned precinct, the elections official shall count only the votes for the candidates and measures on which the voter was entitled to vote in his or her assigned precinct." Provisional ballots are challenged and will not be counted for the following reasons:

- Identity of the voter cannot be determined;
- Envelope is not signed;
- Envelope is not sealed;
- No residential address provided;
- Signature does not compare or match to the voter registration on file;
- No ballot is enclosed; and/or
- The signature is printed.

Provisional voting on the Edge II will involve issuing the voter with a voter card that is activated for Provisional voting only. The card activator will indicate a reference number on its display which will be noted by the poll workers on the Provisional envelope. This number will be used to reference that ballot during tabulation once it is accepted to be included in the election's tallied results.

### **D. Counting Ballots with Write-in Votes**

See Attachment, Appendix 1, for the Department's procedures for reviewing all ballot cards with write-in votes and tallying votes for qualified write-in candidates.

## **XIII. Remaking Ballots**

Under certain circumstances, when a ballot is lawfully cast but unreadable by the vote counting equipment, the Department of Elections must "remake" the ballot so it can be read and processed by the equipment. For example, ballots that are torn, bent, folded, dirty, damp or damaged must be remade (California Elections Code Section 15210). The remade ballot must reflect the voter's intent insofar as the voter's intent can be determined from the defective ballot. The unreadable ballot is called the "original." The duplicate ballot is called the "remake."

This process will take place in the Department's conference room in City Hall beginning approximately one week before Election Day and may continue until the election is certified. Votes recorded on the VVPAT from Edge II touch screens are remade onto paper ballot cards at



Pier 48 beginning Thursday, November 8. The remake process, like all aspects of ballot processing, is open to the public.

#### **A. What ballots require a remake?**

All Vote-By-Mail (VBM), and Provisional (PV) ballots (together with any precinct ballot cards that were not processed on an Insight machine at the polling place and the Edge remade ballots) are processed using the 400-C machine. For any ballots that the Central Count 400-C machine outstacks (meaning not processed) for some reasons (like overvoted, undervoted, and not readable), the ballots must be reviewed by a Remake Team to determine whether a remake is necessary.

However, before the VBM and PV ballots are processed on the 400-C machines, these ballots are initially screened (visually) for obvious defects that may prevent the 400-C machines to read them accurately. Ballots falling in this category are collected even before they are read on the 400-C machines and are set aside for remake. Some of the common examples of these defects are as follows:

- The ballot card is torn.
- The ballot card is ripped.
- The ballot card is bent, folded, creased or wrinkled.
- The ballot card is damp, dirty or sticky.
- The ballot card precinct number does not match the precinct number in the envelope.

Ballots that pass this initial screening are then processed on the 400-C machines. The machines have parameter settings that instruct the machines to outstack unreadable ballots, overvoted ballots, fully undervoted ballots, and ballots with write-ins. This instruction on the machine is to give Department staff another chance to manually review each ballot and verify if they are truly overvoted, truly undervoted, and to check for any conditions that would require a ballot to be remade.

Each Remake Team consists of four members – two Screeners, and two Markers. The Screeners determine which ballots requires a remake and how the remake should be done. Working together, the two Screeners review every contest on each ballot to determine whether a remake is necessary as they separate them into three bins for three categories:

- a. Ballots requiring a remake
- b. True Overvoted Ballots
- c. True Undervoted Ballots

#### Note: Remake Team training.

All members of the Remake teams are given formal training on the different conditions that would require a ballot to be remade. During this training they are also taught on how to correctly interpret voter's intent and properly mark the duplicate ballot according to the provision of the Election Codes and guidelines issued by the California the Secretary of State's office.

The training relies not only on having printed reference material but mostly on visual examples using PowerPoint presentation. There is also a test given to each member to gauge how much they learned and also to determine if there is a need to review any particular portion of the

training. The Department believes that all members must be very well versed on the various conditions so that the interpretation of vote marks is correct and consistent for all members.

**B. Determining which outstacked ballot card requires a remake**

For ballots to require a remake, the two Screeners must look at every card and contest and must both agree that the conditions for a remake as provided in the guidelines are met. Some common scenarios for a remake are given below. A more complete list of conditions can be found in the SOS Uniform Vote Counting Standards.

A ballot card must be remade if:

- The voter used a pencil or pen that cannot be detected by the vote counting equipment (which would be outstacked as an undervoted card); and/or
- The voter failed to mark the ballot by connecting the head and tail of the arrow (as directed in the voting instructions) but instead used an incorrect mark, and used the same incorrect mark consistently for every contest.

Examples of incorrect marks are:

- The voter circled the candidate's name;
- The voter circled part or all of the arrow;
- The voter underlined part or all of the arrow;
- The voter made an "X" through the arrow;
- The voter used the space provided for write-in candidates for each contest to write in the name of a candidate whose name is actually printed on the ballot;
- The voter marked the ballot by connecting the head and tail of the arrow next to the name of a single candidate, and in addition used the space provided for write-in candidates for the contest to write in the name of the same candidate; and/or
- The voter marked the ballot by connecting the head and tail of the arrow next to the name of a single candidate, and connected the arrow next to the name of another candidate for the same office but then crossed out that mark.

Examples of Incorrectly-Marked Ballots that do not require a remake:

The following are examples of incorrectly marked ballots that are not remade (California Elections Code Sections 15342 and 15208). These are votes that are not cast according to state law and for that reason the votes are invalid and may not be counted.

- The voter marked the ballot with a sticker or stamp to indicate the name of a write-in candidate;
- The voter wrote in the name of a qualified write-in candidate but failed to connect the head and tail or the arrow pointing to the space for write-in candidates.

Recent changes to state law removed the requirement that a ballot with identifiable marks or information be voided. Further, it requires election officials to separate the ballots with identifiable marks and duplicate them onto the new ballots.

If the Screeners have any questions about whether a ballot must be remade, they should address their questions to the Department Manager supervising the remake process (the "Manager"). If a

question cannot be resolved by reviewing the remake guide, the question must be resolved by the Manager in consultation with the Director of Elections.

### **C. Determining the Valid and Invalid Marks for remaking**

The remake ballot must reflect the voter's intent. The two Screeners, again working together, must determine the voter's intent from the original ballot. If the Screeners have any questions about the determination of voter intent, they should address their questions to the Manager supervising the remake process. The question must be resolved by the Manager in consultation with the Director of Elections.

Once the Screeners determine that a remake is necessary and that the voter's intent is clear, they proceed to stamping the vote marks on the original ballot. A stamp of "Duplicate" on a vote mark means that the vote mark should be copied to the duplicate ballot. A stamp of "Void" on a vote mark means that the vote mark should not be copied on the duplicate ballot. Both Screeners must agree on the interpretation otherwise they would need to refer their interpretations to the Manager (as stated previously). These stamp marks would be the basis for the Markers when remaking the ballot.

All remake ballots will be placed in boxes and batched accordingly. Staff are assigned to log and monitor these boxes. These boxes are later transferred to the remake room. The lead staff will assign a box to 2 Markers who will then give it back to the Lead staff once they are done remaking the ballots for that box. Each team of 2 Markers will work on one box of ballots at a time.

### **D. Marking the Duplicate Ballot**

Upon receiving a box of ballots to be remade, the markers must get the corresponding blank duplicate ballot cards first. Either they get these themselves from the carefully arranged ballot shelves or another group will provide it for them. Working together, the two Markers must duplicate the votes cast on the original ballot on the remake ballot. The remake must reflect the intent of the voter, as determined by the Screeners (stamp marks). The Markers use ballot pens (same ones issued at the polling place) provided by the voting system vendor to ensure that the marks can be read by the vote count equipment. They are not allowed to make any marks on the original ballot or any extra marks on the duplicate ballot other than those determined by the Screeners and the reference code described below.

Before the Markers start duplicating the ballots, they are instructed to mark the bottom part of original ballot and its corresponding duplicate ballot with the same reference code. All duplicate ballots are clearly stamped "Duplicate". The Markers must code both the original ballot and the duplicate with the following information:

- "V" to indicate that the original was a Vote-By-Mail ballot;
- "PV" to indicate that the original was a Provisional ballot;
- "E" to indicate that the original vote was an Edge ballot;
- "PCT" to indicate that the original was a polling place ballot;
- Precinct number;
- Initials of the person marking the remake;
- Date the remake was made; and



- Number of the remake ballot in sequence number.

For example: For a Vote-By-Mail ballot, precinct number 3254, remade by MM on 11/20/10, where the remake was the first remake in a sequence starting with the number 001 (and continuing with 002, 003, etc.), both the original and remake would include the following coding:

AV 3254   MM 11/20/10   001
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Going through each ballot card, the Marker must look for the stamps “Duplicate” and “Void”. He verifies if the interpretation is correct then proceeds to copy all the vote marks stamped “Duplicate” and disregard the vote marks stamped “Void”. Most of the “Void” stamps would be for stray marks, dirt, smudges, bleed through, and even holes that happen to be in between the arrows (thus, registering vote mark as the machine scans it). The other Marker then verifies the first Marker duplication and checks for any errors.

As the Markers make the duplicate, they will place the original ballots and the duplicate ballots in two separate piles. They are instructed to keep all the original ballots in one pile and not mix them up with the duplicate ballots. The original and duplicate ballots are then transferred to the Lead staff custody.

#### **E. Random checking**

The Lead Staff will randomly select finished boxes (of remade ballots) and together with its corresponding original ballots give it to another team of two staff (could be Screeners or Markers). The team will conduct quality control check once more on every ballot in that box to verify the duplication is 100% accurate.

The Department will determine what percentage of the remade ballots will be subjected to this random checking. The percentage may change during the course of the remake period depending on the number of errors found. The more errors are found, the higher the percentages will be and vice versa.

#### **F. Processing the Duplicate Ballots**

All duplicate ballots will be transferred again to the Computer room in batches on a daily basis for processing on the 400-C machines. All the corresponding original ballots will be transferred to Room 59 for archiving (they will later be transferred to Pier 48 Warehouse for storage). The duplicate ballots will be sorted by precinct and then processed on the 400-C.

Staff will be monitoring the ballot card counts all throughout the remake process to keep track of how many cards were for remake, how many cards were remade, how many remade ballots were processed, how many cards left to be remade, and how many remade cards left to be processed.

#### **G. When is the Remake Process Completed?**

The remake process continues until all ballots have been examined and, if necessary, remade. The remakes are then counted and tabulated by precinct by the 400-C equipment. All ballots must be processed, counted and tabulated within 28 days of the election.

#### **XIV. Ballot Processing Schedule**

**A. Vote-by Mail Ballots:** On Election night, the Department plans to have processed the vote-by-mail ballots that it receives prior to Election Day and reported that evening. By the Friday after Election Day, the Department plans to have tabulated the vote-by-mail ballots received on Election Day in the mail and those ballots that voters dropped off at polling places.

**B. Touch Screen Ballots:** The Department will review the votes cast on the touch screen equipment starting on Thursday, November 8, at the Department's warehouse on Pier 48. At this time the Department will begin to transfer the votes recorded on the Voter Verified Paper Audit Trails attached to each touch screen unit onto paper ballots which will be then tabulated in the Department's computer room in City Hall.

**C. Provisional Ballots:** The Department plans to complete the review and tabulation of accepted, or, valid, provisional ballots by Friday, November 16.

#### **XV. Reporting Election Results**

##### **A. Reporting Results on Election Night after the Close of Polls**

After the polls close, the Department will first release results at approximately 8:45 p.m. which will represent the tallied results from the Vote-By-Mail ballots received before Election Day. The Department will implement the ranked-choice voting algorithm using the votes cast on the vote-by-mail ballots to provide the first preliminary ranked-choice voting report. The Department will tabulate and release results from votes cast at the polling places as they become available until 100% of precincts have reported. After all polling places have reported, the Department will release a second preliminary ranked-choice chart report as well as post the ballot image files for the ranked-choice contests on the Department's website. The Department will release the reports that show the round-by-round re-distribution of ranked-choice votes beginning on Wednesday, November 7, 2012.

The results will be displayed on a large-screen television in the North Light Court in City Hall, SFGTV Channel 26, and on the Department's website: [www.sfelections.org](http://www.sfelections.org).

##### **B. Updates: Reporting of Results after Election Day**

The Department will report results on a near-daily basis around 4 p.m. for up to three weeks following Election Day. The subsequent releases will include results from votes cast at the polling places, remaining Vote-By-Mail ballots, and Provisional ballots. The Department will release final election results no later than 28 days after the election.

After Election Day, for any day during which the Department counts ballots, the Department will release updated results at approximately 4 p.m. These subsequent releases will include results from ballots cast at polling places, remaining vote-by-mail ballots, provisional ballots, and write-in votes. The Department will release preliminary results for the ranked-choice and post the ballot image files on every day the Department counts ballots. On the days during which no ballots have been counted, the Department will post a notice on its website stating there is no updated report available.



## **XVI. Canvass of Election Materials: Final Report and Certification of Election Results**

California election law requires an official canvass, which is an internal audit of the election to ensure the accuracy and validity of the results. This entails numerous manual processes that verify the accuracy of the computer count, including a hand tally of ballots cast in 1% of the polling places and 1% of the Vote-by-Mail ballots cast. State election law allows 28 days following the election for the Department to conduct the canvass and certify the results. The canvass is open to the public. The California Elections Code requires the official canvass to begin no later than the Thursday following Election Day.

Official canvass tasks include, but are not limited to the following:

- Inspection of all materials and supplies returned from polling places;
- A reconciliation of the number of signatures on the roster with the number of ballots recorded on the ballot statement;
- In the event of a discrepancy in the reconciliation, the number of ballots received from each polling place shall be reconciled with the number of ballots cast, as indicated on the ballot statement;
- A reconciliation of the number of ballots counted, spoiled, canceled, or invalidated due to identifying marks, overvotes, or as otherwise provided by statute, with the number of votes recorded, including Vote-By-Mail and Provisional ballots, by the vote-counting system;
- Processing and counting any valid Vote-By-Mail and Provisional ballots not included in the semifinal official canvass;
- Counting any valid write-in votes;
- Remaking any damaged ballots, if necessary; and
- Reporting final results to the governing board and the Secretary of State, as required.



Precinct #	Accepted	Wrong Precinct	Wrong Ballot Type	Wrong Political Party	Accepted No Ballot	Total Counted		CH-PO/MA	Printed Signature
Pct 1101	3	11	4	0	0	18		0	0
Pct 1102	23	1	2	0	0	26		0	0
Pct 1103	10	2	1	0	0	13		0	0
Pct 1104	20	4	15	0	0	39		0	0
Pct 1106	26	12	3	0	0	41		0	0
Pct 1107	11	3	1	0	0	15		0	0
Pct 1108	19	0	7	0	0	26		0	0
Pct 1109	25	8	5	0	0	38		0	0
Pct 1111	32	0	8	0	0	40		0	0
Pct 1112	15	5	32	0	0	52		0	0
Pct 1113	21	0	9	0	0	30		0	0
Pct 1114	22	0	0	0	0	22		0	0
Pct 1115	26	10	2	0	0	38		0	0
Pct 1116	25	11	0	0	0	36		1	0
Pct 1117	28	11	1	0	0	40		0	1
Pct 1118	28	26	1	0	0	55		0	0
Pct 1119	11	6	1	0	0	18		0	0
Pct 1121	16	7	1	0	0	24		0	0
Pct 1122	15	17	1	0	0	33		0	0
Pct 1123	29	2	2	0	0	33		0	0
Pct 1124	18	11	0	0	0	29		0	0
Pct 1125	21	4	4	0	0	29		0	0
Pct 1126	19	15	5	0	0	39		0	0
Pct 1127	38	0	3	0	0	41		0	0
Pct 1128	23	0	1	0	0	24		0	0
Pct 1129	12	28	9	0	0	49		1	0
Pct 1131	18	6	2	0	0	26		0	0
Pct 1132	20	3	0	0	0	23		0	0
Pct 1133	1	0	0	0	0	1		0	0
Pct 1134	12	13	5	0	0	30		0	0
Pct 1135	14	19	1	0	0	34		0	0
Pct 1136	14	1	0	0	0	15		0	0
Pct 1141	21	0	1	0	0	22		0	0
Pct 1142	9	6	1	0	0	16		0	0
Pct 1143	27	24	12	0	0	63		0	0
Pct 1144	16	13	4	0	0	33		0	0
Pct 1145	12	0	1	0	0	13		0	0
Pct 1146	26	13	10	0	0	49		0	0
Pct 1147	17	12	0	0	0	29		0	0
Pct 1148	19	15	4	0	0	38		0	0
Pct 1149	17	23	4	0	0	44		0	0
Pct 1152	16	0	4	0	0	20		0	0
Pct 1153	28	10	4	0	0	42		0	0

Pct 7001	12	4	3	0	0	19	0	0
Pct 7002	37	16	9	0	0	62	0	0
Pct 7003	23	23	9	0	0	55	1	0
Pct 7004	24	13	7	0	0	44	0	0
Pct 7005	15	9	8	0	0	32	1	0
Pct 7006	16	3	8	0	0	27	0	0
Pct 7007	20	41	4	0	0	65	0	0
Pct 7008	26	4	2	0	0	32	0	0
Pct 7009	34	22	5	0	0	61	0	0
Pct 7011	42	16	6	0	0	64	0	0
Pct 7012	33	4	6	0	0	43	0	0
Pct 7013	12	1	3	0	0	16	1	0
Pct 7014	44	7	11	0	0	62	0	0
Pct 7016	26	43	12	0	0	81	2	0
Pct 7017	46	19	4	0	0	69	0	0
Pct 7018	18	11	7	0	0	36	0	0
Pct 7019	11	35	1	0	0	47	0	0
Pct 7021	37	5	3	0	0	45	0	0
Pct 7022	30	20	5	0	0	55	1	0
Pct 7023	18	5	1	0	0	24	0	0
Pct 7024	29	9	5	0	0	43	0	0
Pct 7025	20	13	4	0	0	37	0	0
Pct 7026	12	4	2	0	0	18	0	0
Pct 7027	15	15	8	0	0	38	0	0
Pct 7028	59	55	14	0	0	128	0	0
Pct 7029	47	12	6	0	0	65	0	0
Pct 7030	8	11	5	0	0	24	0	0
Pct 7032	35	23	12	0	0	70	2	0
Pct 7033	31	25	3	0	0	59	0	0
Pct 7034	37	8	10	0	0	55	0	0
Pct 7035	8	12	1	0	0	21	0	0
Pct 7036	24	12	3	0	0	39	0	0
Pct 7037	46	26	8	0	0	80	0	0
Pct 7038	20	14	3	0	0	37	0	0
Pct 7039	19	20	7	0	0	46	0	0
Pct 7042	9	2	1	0	0	12	0	0
Pct 7043	25	11	0	0	0	36	0	0
Pct 7044	33	22	8	0	0	63	0	0
Pct 7045	12	8	1	0	0	21	0	0
Pct 7046	8	6	13	0	0	27	0	0
Pct 7047	6	18	5	0	0	29	0	0
Pct 7048	22	9	7	0	0	38	0	0
Pct 7049	29	31	8	0	0	68	0	0
Pct 7051	21	18	1	0	0	40	0	0
Pct 7052	8	4	5	0	0	17	0	0
Pct 7054	27	44	4	0	0	75	0	0
Pct 7201	25	0	6	0	1	32	0	0

Pct 7202	25	0	10	0	0	35	0	0
Pct 7203	29	0	10	0	0	39	0	0
Pct 7204	17	2	1	0	0	20	0	0
Pct 7205	10	3	3	0	0	16	0	0
Pct 7206	6	0	7	0	0	13	0	0
Pct 7207	20	0	8	0	0	28	0	0
Pct 7208	13	0	27	0	0	40	0	0
Pct 7209	6	1	2	0	0	9	0	0
Pct 7301	31	2	12	0	0	45	2	0
Pct 7302	28	1	3	0	0	32	0	0
Pct 7303	35	6	13	0	0	54	0	0
Pct 7304	32	0	9	0	0	41	0	0
Pct 7305	8	11	9	0	0	28	0	0
Pct 7306	27	20	9	0	0	56	0	0
Pct 7307	23	7	5	0	0	35	0	0
Pct 7308	22	4	2	0	0	28	0	0
Pct 7309	24	8	3	0	0	35	0	0
Pct 7311	29	3	3	0	0	35	0	0
Pct 7312	26	0	6	0	0	32	0	0
Pct 7313	9	6	3	0	0	18	0	0
Pct 7314	24	0	3	0	0	27	0	0
Pct 7315	14	6	2	0	0	22	0	0
Pct 7316	27	9	1	0	0	37	0	0
Pct 7317	14	12	10	0	0	36	0	0
Pct 7318	24	11	2	0	0	37	0	0
Pct 7319	43	1	4	0	0	48	0	0
Pct 7321	20	14	2	0	0	36	0	0
Pct 7322	6	3	1	0	0	10	0	0
Pct 7323	23	6	5	0	0	34	1	0
Pct 7324	7	8	0	0	0	15	0	0
Pct 7325	41	28	11	0	1	81	0	0
Pct 7326	26	17	13	0	0	56	0	0
Pct 7327	4	2	6	0	0	12	0	0
Pct 7328	9	1	3	0	0	13	0	0
Pct 7329	18	30	50	0	0	98	2	0
Pct 7331	19	1	20	0	0	40	1	0
Pct 7332	23	11	3	0	0	37	2	0
Pct 7333	38	22	4	0	0	64	0	0
Pct 7334	15	8	4	0	0	27	0	0
Pct 7335	30	16	2	0	0	48	0	0
Pct 7336	32	7	4	0	0	43	1	0
Pct 7337	21	0	2	0	0	23	0	0
Pct 7338	21	7	11	0	0	39	0	0
Pct 7339	20	0	11	0	0	31	1	0
Pct 7341	17	10	8	0	0	35	0	0
Pct 7342	16	7	1	0	0	24	0	0
Pct 7343	20	4	13	0	0	37	0	0



Pct 7344	24	7	6	0	0	37	0	0
Pct 7345	53	13	5	0	0	71	0	0
Pct 7346	34	1	14	0	0	49	0	0
Pct 7347	39	42	11	0	0	92	0	0
Pct 7348	31	2	17	0	0	50	3	0
Pct 7349	24	8	21	0	0	53	0	0
Pct 7501	23	0	6	0	0	29	0	0
Pct 7502	10	1	4	0	0	15	0	0
Pct 7503	34	1	6	0	0	41	0	0
Pct 7504	14	0	5	0	0	19	0	0
Pct 7505	36	1	6	0	0	43	0	0
Pct 7506	18	5	7	0	0	30	0	0
Pct 7507	41	12	21	0	0	74	0	0
Pct 7508	7	10	1	0	0	18	0	0
Pct 7509	20	3	13	0	0	36	0	0
Pct 7512	0	4	1	0	0	5	0	0
Pct 7513	29	16	16	0	0	61	1	0
Pct 7514	30	8	4	0	0	42	0	1
Pct 7515	13	14	5	0	0	32	0	0
Pct 7516	17	2	4	0	0	23	0	0
Pct 7517	37	2	5	0	0	44	0	0
Pct 7518	32	0	5	0	0	37	0	0
Pct 7519	16	13	12	0	0	41	0	0
Pct 7521	36	2	11	0	0	49	0	0
Pct 7522	35	2	12	0	0	49	0	0
Pct 7523	36	21	9	0	0	66	0	0
Pct 7524	15	0	2	0	0	17	0	0
Pct 7525	36	2	4	0	0	42	0	0
Pct 7526	23	8	3	0	0	34	0	0
Pct 7527	7	4	6	0	0	17	0	0
Pct 7529	28	17	6	0	0	51	0	0
Pct 7531	42	14	3	0	0	59	0	0
Pct 7532	18	10	4	0	0	32	0	0
Pct 7533	45	13	10	0	0	68	0	0
Pct 7534	41	5	9	0	0	55	1	0
Pct 7535	26	4	3	0	0	33	1	0
Pct 7536	18	0	2	0	1	21	0	0
Pct 7537	29	2	1	0	0	32	0	0
Pct 7538	13	5	3	0	0	21	0	0
Pct 7539	32	9	10	0	0	51	0	0
Pct 7541	15	8	5	0	0	28	0	0
Pct 7542	34	11	8	0	0	53	0	0
Pct 7543	32	10	9	0	0	51	0	0
Pct 7544	23	2	13	0	0	38	0	0
Pct 7545	9	14	10	0	0	33	1	0
Pct 7546	16	3	6	0	0	25	0	1
Pct 7547	49	5	9	0	0	63	0	0

Pct 7548	28	0	8	0	0	36	0	0
Pct 7549	22	2	7	0	0	31	0	0
Pct 7551	25	0	7	0	0	32	0	0
Pct 7552	11	4	2	0	0	17	0	0
Pct 7554	36	8	3	0	0	47	0	0
Pct 7555	4	10	10	0	0	24	0	0
Pct 7556	23	0	1	0	0	24	0	0
Pct 7601	25	11	19	0	0	55	2	0
Pct 7602	38	14	8	0	0	60	0	0
Pct 7603	27	1	12	0	0	40	0	0
Pct 7604	52	7	3	0	0	62	0	0
Pct 7605	12	3	3	0	0	18	0	1
Pct 7606	31	4	6	0	0	41	2	0
Pct 7607	43	22	11	0	0	76	1	0
Pct 7608	19	6	4	0	0	29	0	0
Pct 7609	28	13	4	0	0	45	0	0
Pct 7611	35	8	27	0	0	70	1	0
Pct 7612	13	3	5	0	0	21	0	0
Pct 7613	22	16	7	0	0	45	0	0
Pct 7614	12	6	4	0	1	23	0	0
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Pct 9756	29	2	0	0	0	31	0	0
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	12686	4178	3601	0	35	20500	80	13



Can Not Identify	Challenge d No ballot	CH-VBM Ballot Returned	Not Register ed	No Signature	Not Eligible	Signature Miscompa res	No address provided	Voted a precinct ballot
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Cancellation	NO-COVR Signature	Total Not Counted
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0	0	3	17
303	50	6071	26571



Edge Report  
November 6, 2012 Consolidated General Election

Precinct	election day_turnout	early voting_turnout
Pct 1101	0	0
Pct 1102	0	0
Pct 1103	0	0
Pct 1104/05	0	0
Pct 1106	0	0
Pct 1107	0	0
Pct 1108	0	0
Pct 1109	0	0
Pct 1111	1	1
Pct 1112	0	0
Pct 1113	1	0
Pct 1114	0	1
Pct 1115	0	0
Pct 1116	2	0
Pct 1117	0	0
Pct 1118	1	0
Pct 1119	0	1
Pct 1121	0	0
Pct 1122	0	0
Pct 1123	0	0
Pct 1124	0	0
Pct 1125	0	0
Pct 1126	0	0
Pct 1127	0	0
Pct 1128	0	0
Pct 1129	1	0
Pct 1131	0	0
Pct 1132	0	0
Pct 1133	0	0
Pct 1134	3	0
Pct 1135	0	0
Pct 1136	0	0
Pct 1141	0	0
Pct 1142	1	0
Pct 1143	0	0
Pct 1144	0	0
Pct 1145	1	0
Pct 1146	0	1
Pct 1147	0	0
Pct 1148	0	0
Pct 1149	0	0
Pct 1151Mail Ballot	0	0

Edge Report  
November 6, 2012 Consolidated General Election

Precinct	election day_turnout	early voting_turnout
Pct 1152	0	1
Pct 1153	0	0
Pct 1154 Mail Ballot	0	0
Pct 7001	0	0
Pct 7002	0	0
Pct 7003	0	0
Pct 7004	0	1
Pct 7005	0	0
Pct 7006	0	0
Pct 7007	0	3
Pct 7008	0	0
Pct 7009	0	0
Pct 7011	0	1
Pct 7012	0	0
Pct 7013	0	0
Pct 7014	0	0
Pct 7015 Mail Ballot	0	0
Pct 7016	0	0
Pct 7017	0	0
Pct 7018	0	0
Pct 7019	0	0
Pct 7021	0	0
Pct 7022	1	0
Pct 7023	0	1
Pct 7024	0	0
Pct 7025	0	0
Pct 7026	0	0
Pct 7027	1	0
Pct 7028	2	0
Pct 7029	3	1
Pct 7030	0	0
Pct 7031Mail Ballot	0	0
Pct 7032	0	1
Pct 7033	0	0
Pct 7034	0	0
Pct 7035	0	0
Pct 7036	0	0
Pct 7037	0	0
Pct 7038	0	0
Pct 7039	0	0
Pct 7041Mail Ballot	0	0
Pct 7042	0	0

Edge Report  
November 6, 2012 Consolidated General Election

Precinct	election day_turnout	early voting_turnout
Pct 7043	0	0
Pct 7044	0	0
Pct 7045	0	0
Pct 7046	0	0
Pct 7047	0	0
Pct 7048	11	0
Pct 7049	0	0
Pct 7051	1	0
Pct 7052	0	0
Pct 7053 Mail Ballot	0	0
Pct 7054	0	0
Pct 7101Mail Ballot	0	0
Pct 7201	0	1
Pct 7202	1	1
Pct 7203	0	1
Pct 7204	0	0
Pct 7205	0	0
Pct 7206	0	1
Pct 7207	0	1
Pct 7208	0	0
Pct 7209	0	0
Pct 7301	0	0
Pct 7302	0	1
Pct 7303	0	0
Pct 7304	0	0
Pct 7305	0	0
Pct 7306	0	1
Pct 7307	0	0
Pct 7308	0	0
Pct 7309	0	0
Pct 7311	1	0
Pct 7312	0	0
Pct 7313	0	0
Pct 7314	0	0
Pct 7315	1	0
Pct 7316	0	0
Pct 7317	6	0
Pct 7318	0	0
Pct 7319	0	0
Pct 7321	0	0
Pct 7322	0	0
Pct 7323	0	1



Edge Report  
November 6, 2012 Consolidated General Election

Precinct	election day_turnout	early voting_turnout
Pct 7324	1	0
Pct 7325	0	0
Pct 7326	0	0
Pct 7327	0	0
Pct 7328	0	1
Pct 7329	0	1
Pct 7331	0	0
Pct 7332	0	0
Pct 7333	0	1
Pct 7334	0	0
Pct 7335	0	2
Pct 7336	0	0
Pct 7337	0	0
Pct 7338	1	0
Pct 7339	0	1
Pct 7341	1	0
Pct 7342	0	0
Pct 7343	0	0
Pct 7344	0	0
Pct 7345	1	0
Pct 7346	0	0
Pct 7347	0	1
Pct 7348	0	0
Pct 7349	0	0
Pct 7501	0	0
Pct 7502	0	0
Pct 7503	0	2
Pct 7504	2	0
Pct 7505	1	1
Pct 7506	1	0
Pct 7507	0	0
Pct 7508	0	0
Pct 7509/11	0	2
Pct 7512	0	1
Pct 7513	0	0
Pct 7514	0	0
Pct 7515	0	0
Pct 7516	2	0
Pct 7517	1	0
Pct 7518	0	0
Pct 7519	0	0
Pct 7521	0	0

Edge Report  
November 6, 2012 Consolidated General Election

Precinct	election day_turnout	early voting_turnout
Pct 7522	0	0
Pct 7523	0	0
Pct 7524	2	0
Pct 7525	0	2
Pct 7526	0	0
Pct 7527/28	0	0
Pct 7529	0	0
Pct 7531	0	3
Pct 7532	0	0
Pct 7533	0	2
Pct 7534	0	1
Pct 7535	0	0
Pct 7536	0	0
Pct 7537	1	0
Pct 7538	1	0
Pct 7539	0	0
Pct 7541	0	2
Pct 7542	0	1
Pct 7543	0	0
Pct 7544	0	1
Pct 7545	0	1
Pct 7546	0	1
Pct 7547	0	0
Pct 7548	0	0
Pct 7549	2	1
Pct 7551	0	0
Pct 7552	0	0
Pct 7553 Mail Ballot	0	0
Pct 7554	0	1
Pct 7555	0	0
Pct 7556/57	0	1
Pct 7601	1	2
Pct 7602	0	0
Pct 7603	0	1
Pct 7604	0	1
Pct 7605	0	2
Pct 7606	2	0
Pct 7607	0	0
Pct 7608	0	0
Pct 7609	0	0
Pct 7611	0	1
Pct 7612	0	2

Edge Report  
November 6, 2012 Consolidated General Election

Precinct	election day_turnout	early voting_turnout
Pct 7613	0	1
Pct 7614	2	1
Pct 7615	1	2
Pct 7616	1	1
Pct 7617	0	1
Pct 7618	0	1
Pct 7619	0	1
Pct 7621	6	0
Pct 7622	0	0
Pct 7623	0	1
Pct 7624	0	1
Pct 7625	0	0
Pct 7626	0	1
Pct 7627	0	1
Pct 7628	0	2
Pct 7629	0	0
Pct 7631	0	0
Pct 7632	0	3
Pct 7633	0	0
Pct 7634	0	1
Pct 7635	0	0
Pct 7636	0	1
Pct 7637	4	2
Pct 7638	0	0
Pct 7639	0	1
Pct 7641	3	0
Pct 7642	0	0
Pct 7643	0	0
Pct 7644	1	0
Pct 7645	0	1
Pct 7646	0	0
Pct 7647	0	0
Pct 7648 Mail Ballot	0	0
Pct 7701	0	0
Pct 7702	0	0
Pct 7703 Mail Ballot	0	0
Pct 7704	0	0
Pct 7705	0	0
Pct 7706	0	0
Pct 7707	1	2
Pct 7708	2	0
Pct 7709 Mail Ballot	0	0

Edge Report  
November 6, 2012 Consolidated General Election

Precinct	election day_turnout	early voting_turnout
Pct 7711	0	1
Pct 7712	0	0
Pct 7801	0	0
Pct 7802	0	2
Pct 7803	0	0
Pct 7804	0	0
Pct 7805	0	1
Pct 7806	0	0
Pct 7807	0	0
Pct 7808	0	0
Pct 7809	0	1
Pct 7811	0	1
Pct 7812	1	0
Pct 7813	0	0
Pct 7814	0	0
Pct 7815	0	3
Pct 7816	0	1
Pct 7817	0	1
Pct 7818	0	0
Pct 7819	1	1
Pct 7821	0	1
Pct 7822	0	0
Pct 7823	0	1
Pct 7824	1	0
Pct 7825	0	0
Pct 7826	0	0
Pct 7827	0	0
Pct 7828	1	0
Pct 7829	0	1
Pct 7831	0	2
Pct 7832	0	0
Pct 7833	0	0
Pct 7834	1	0
Pct 7835	0	0
Pct 7836	0	2
Pct 7837	0	0
Pct 7838	0	0
Pct 7839	0	0
Pct 7841	1	1
Pct 7842	0	1
Pct 7843	1	0
Pct 7844	0	0

Edge Report  
November 6, 2012 Consolidated General Election

Precinct	election day_turnout	early voting_turnout
Pct 7845	0	1
Pct 7846	0	0
Pct 7847	0	0
Pct 7848	0	0
Pct 7849	0	0
Pct 7851	0	0
Pct 7852	2	0
Pct 7853	0	1
Pct 7854	0	0
Pct 7855	0	0
Pct 7856	0	0
Pct 7857	0	1
Pct 7858	0	0
Pct 7859	0	0
Pct 7861	0	0
Pct 7862	0	2
Pct 7863	0	0
Pct 7864	0	0
Pct 7865	0	1
Pct 7866	1	0
Pct 7867	0	0
Pct 7868	1	0
Pct 7869	0	0
Pct 7871	0	1
Pct 7872	0	0
Pct 7873	0	0
Pct 7874	0	0
Pct 7875	0	0
Pct 7901	0	0
Pct 7902	0	1
Pct 7903	0	0
Pct 7904	0	0
Pct 7905	0	1
Pct 7906	0	0
Pct 7907	0	0
Pct 7908	0	0
Pct 7909	0	0
Pct 7911	0	0
Pct 7912	0	1
Pct 7913	0	0
Pct 7914	0	0
Pct 7915	0	0



Edge Report  
November 6, 2012 Consolidated General Election

Precinct	election day_turnout	early voting_turnout
Pct 7916	1	0
Pct 7917	0	1
Pct 7918	0	0
Pct 7919	0	0
Pct 7921	0	1
Pct 7922	0	0
Pct 7923	0	1
Pct 7924	0	0
Pct 7925	0	0
Pct 7926	0	0
Pct 7927	0	1
Pct 7928	0	0
Pct 7929	0	0
Pct 7931	0	0
Pct 7932	0	0
Pct 7933 Mail Ballot	0	0
Pct 7934	0	0
Pct 7935	0	0
Pct 7936	0	0
Pct 7937	3	0
Pct 7938	0	1
Pct 7939	0	0
Pct 7941	0	1
Pct 7942	0	0
Pct 7943	0	0
Pct 7944	0	1
Pct 7945	0	0
Pct 7946	0	0
Pct 7947	0	0
Pct 7948	0	2
Pct 7949	1	0
Pct 7951	0	0
Pct 7952	0	0
Pct 7953	0	0
Pct 7954 Mail Ballot	0	0
Pct 7955	0	0
Pct 7956	0	0
Pct 7957	0	0
Pct 7958 Mail Ballot	0	0
Pct 9001Mail Ballot	0	0
Pct 9101	2	0
Pct 9102	0	1

Edge Report  
November 6, 2012 Consolidated General Election

Precinct	election day_turnout	early voting_turnout
Pct 9103	0	1
Pct 9104	1	0
Pct 9105	0	0
Pct 9106	0	0
Pct 9107	0	0
Pct 9108	0	0
Pct 9109	1	0
Pct 9111	0	0
Pct 9112	0	0
Pct 9113	0	1
Pct 9114	0	0
Pct 9115	2	0
Pct 9116	0	0
Pct 9117	0	1
Pct 9118	0	1
Pct 9119	0	0
Pct 9121	0	0
Pct 9122	0	0
Pct 9123	0	0
Pct 9124	0	0
Pct 9125	0	0
Pct 9126	0	0
Pct 9127	0	0
Pct 9128	0	0
Pct 9129	0	0
Pct 9131	0	0
Pct 9132	0	0
Pct 9133	0	0
Pct 9134	0	0
Pct 9135	3	0
Pct 9136	0	0
Pct 9137	0	1
Pct 9138	0	0
Pct 9139	0	1
Pct 9141	1	0
Pct 9142	0	0
Pct 9143	0	0
Pct 9144	0	2
Pct 9145	0	0
Pct 9146	0	0
Pct 9147	0	0
Pct 9148	1	0

Edge Report  
November 6, 2012 Consolidated General Election

Precinct	election day_turnout	early voting_turnout
Pct 9149	0	0
Pct 9151	0	0
Pct 9152	0	0
Pct 9201	0	0
Pct 9202	0	0
Pct 9203	0	0
Pct 9204	0	0
Pct 9205	0	0
Pct 9206	0	0
Pct 9207	0	2
Pct 9208	0	0
Pct 9209	0	0
Pct 9211	0	0
Pct 9212	1	0
Pct 9213	0	1
Pct 9214	1	0
Pct 9215	0	0
Pct 9216	0	0
Pct 9217	0	0
Pct 9218	0	0
Pct 9219	1	0
Pct 9221	0	0
Pct 9222	0	1
Pct 9223	0	0
Pct 9224	0	1
Pct 9225	0	1
Pct 9226	0	0
Pct 9227	0	2
Pct 9228	0	0
Pct 9229	0	0
Pct 9231	1	0
Pct 9232	2	0
Pct 9233	0	0
Pct 9234	0	0
Pct 9235	0	0
Pct 9236	0	0
Pct 9237	0	0
Pct 9238	0	0
Pct 9239	0	0
Pct 9241	0	0
Pct 9242	0	0
Pct 9243	0	0

Edge Report  
November 6, 2012 Consolidated General Election

Precinct	election day_turnout	early voting_turnout
Pct 9244	0	0
Pct 9245	0	0
Pct 9246	0	0
Pct 9247	0	0
Pct 9248	1	1
Pct 9249	0	0
Pct 9251	0	1
Pct 9252	0	0
Pct 9253	0	0
Pct 9254	0	0
Pct 9255	0	1
Pct 9256	0	1
Pct 9257 Mail Ballot	0	0
Pct 9258	0	0
Pct 9401	0	0
Pct 9402	0	0
Pct 9403	0	0
Pct 9404	0	0
Pct 9405	0	0
Pct 9406	0	0
Pct 9407	0	0
Pct 9408	0	1
Pct 9409	0	0
Pct 9411	0	0
Pct 9412	0	0
Pct 9413	0	0
Pct 9414	0	0
Pct 9415	0	0
Pct 9416	0	0
Pct 9417	0	0
Pct 9418	0	0
Pct 9419	0	0
Pct 9421	0	0
Pct 9422	1	0
Pct 9423	0	0
Pct 9424	0	1
Pct 9425	0	0
Pct 9426	0	0
Pct 9427	0	0
Pct 9428	0	0
Pct 9429	0	0
Pct 9431	0	0

Edge Report  
November 6, 2012 Consolidated General Election

Precinct	election day_turnout	early voting_turnout
Pct 9432	0	0
Pct 9433	0	0
Pct 9434	0	0
Pct 9435	0	0
Pct 9436	0	0
Pct 9437	0	0
Pct 9438	0	0
Pct 9439	0	0
Pct 9441	0	0
Pct 9442	0	0
Pct 9443	1	0
Pct 9444	1	0
Pct 9445	0	0
Pct 9446	0	0
Pct 9447	0	0
Pct 9448	0	0
Pct 9449	0	0
Pct 9451	0	0
Pct 9452	0	1
Pct 9453	0	0
Pct 9501 Mail Ballot	0	0
Pct 9502 Mail Ballot	0	0
Pct 9503/04	0	0
Pct 9505	0	0
Pct 9506	0	0
Pct 9507	0	0
Pct 9508	0	0
Pct 9509	0	0
Pct 9511	0	0
Pct 9512	0	2
Pct 9513	0	1
Pct 9514/22	0	0
Pct 9515	0	0
Pct 9516	0	0
Pct 9517	0	0
Pct 9518	0	0
Pct 9519	1	0
Pct 9521	0	0
Pct 9701	0	0
Pct 9702	0	0
Pct 9703	0	0
Pct 9704	0	0



Edge Report  
November 6, 2012 Consolidated General Election

Precinct	election day_turnout	early voting_turnout
Pct 9705	0	0
Pct 9706 Mail Ballot	0	0
Pct 9707	0	0
Pct 9708	0	0
Pct 9709	0	0
Pct 9711	1	0
Pct 9712	0	0
Pct 9713	0	0
Pct 9714	0	0
Pct 9715	0	0
Pct 9716	0	0
Pct 9717	0	0
Pct 9718	0	0
Pct 9719	0	0
Pct 9721	0	2
Pct 9722	0	1
Pct 9723	0	0
Pct 9724	1	0
Pct 9725	0	0
Pct 9726	0	0
Pct 9727	0	0
Pct 9728	0	0
Pct 9729	0	0
Pct 9731	0	0
Pct 9732 Mail Ballot	0	0
Pct 9733 Mail Ballot	0	0
Pct 9734	0	0
Pct 9735	0	0
Pct 9736	1	1
Pct 9737	1	0
Pct 9738	0	0
Pct 9739	0	0
Pct 9741	0	0
Pct 9742	0	0
Pct 9743	0	0
Pct 9744	0	0
Pct 9745	0	0
Pct 9746	0	0
Pct 9747	0	1
Pct 9748	0	1
Pct 9749	0	0
Pct 9751	0	0

Edge Report  
November 6, 2012 Consolidated General Election

Precinct	election day_turnout	early voting_turnout
Pct 9752	0	0
Pct 9753	0	0
Pct 9754	0	0
Pct 9755	0	0
Pct 9756	0	0
Pct 9801	0	0
Pct 9901Mail Ballot	0	0
Pct 9902 Mail Ballot	0	0
Total	122	158



DEPARTMENT OF ELECTIONS  
City and County of San Francisco



JOHN ARNTZ  
Director

CONSOLIDATED GENERAL ELECTION - NOVEMBER 6, 2012

Pct 1102	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	12:00:32 PM	Need Table, Chairs, Booths. FED informed that Inspector would like to have two extra Voting Booths. Lots of people waiting. Please bring them if that is possible.	12:52:12 PM	DL delivered booths
	12:51:47 PM	Driver Dispatched: DL delivered booths		
Pct 1103	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	8:14:03 AM	Dispatch Bilingual: FED says PP needs bilingual Spanish clerk.	9:11:04 AM	clerk has been dropped off
	8:27:46 AM	Pollworker Dispatched: Sp bilingual clerk dispatched.		
	8:16:38 AM	Dispatch Clerk: FED informs that PP needs new clerk.	9:11:17 AM	clerk has been dropped off
	8:23:58 AM	Pollworker Dispatched: clerk dispatched.		
Pct 1106	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	9:23:36 AM	Insight Operations: INSP says the over and under voted ballots, override key does work.	10:11:25 AM	Comments FT confirmed the insight is not duplicating the problem and now accepting ballot, voting continues
	9:39:45 AM	Technician Contacted: FT Bogdan on route 5 min		
	9:55:53 AM	Technician Contacted: Ft on site waiting to see if insight duplicates problem.		
	10:08:38 AM	Technician Contacted: FT confirmed the insight is not duplicating the problem and now accepting ballot, voting continues		
	11:34:31 AM	Provisional Envelopes: Insp has 8 Provisional Envelopes left. Dispatch FED.	12:16:15 PM	
	11:36:58 AM	FED Contacted: FED on the way. ETA 5 min.		
Pct 1107	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	7:28:18 AM	Dispatch Clerk: FED reports that one pollworker did not show up, the PCT now is short-handed; may need to dispatch additional clerk if possible.	8:19:26 AM	clerk has been dropped off
	7:36:52 AM	Pollworker Dispatched: clerk dispatched.		
Pct 1111	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	10:02:20 AM	Other Soft Supplies: Insp requests replacement bulb for voting booth. Dispatch FED.	10:28:21 AM	
	10:12:34 AM	FED Contacted: FED on the way. ETA 5 min.		
Pct 1112	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	9:30:07 AM	Other Soft Supplies: Monitor reports pp may not have enough signs. INSP confirmed all signs have been posted, FED is on site and provided additional directional signs as well.	9:32:00 AM	FED is on site and provided additional directional signs as well.

Pet 1113	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	5:33:35 AM Pollworker Issue: Clerk Janielle Lynda Frazier cancelled 5:33 am.	5:33:56 AM	FED contacted. Informed him about new clerk in the way to Polling Place. He will check. ETA 10 minutes.
Pet 1118	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	5:42:15 AM No Action Need: Called Inspector and informed him. Told him he's got 3 clerks and to call if voter turnout heavy.	6:33:54 PM	
Pet 1119	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	8:49:19 AM Need Poll Signs: Clerk reports voters having trouble locating polling place. Asked for additional signs and cones. Send DL with extra signage and figure out how to best note PP location.	9:53:58 AM	Deliver delivered sign
	9:02:12 AM Driver Dispatched: Driver Dispatched to provide signs		
	9:37:10 AM < Other: See Comments >: Driver out of signs - needs to go to supply truck.		
	9:53:41 AM < Other: See Comments >: Deliver delivered sign		
Pet 1121	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	9:43:32 AM Media: FED informs media present at polling place.	10:13:14 AM	Media present is Access Press TV.
Pet 1122	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	6:46:06 AM Insight Operations: Inspector reports "paper feed" function does not work. Had her manually advance paper for them to sign zero report. Please send Tech when available to double check. Will be ready to start voting at 6:48 am.	7:15:57 AM	fixed paper feed lever. Issue resolved, Voting resumed
	6:49:53 AM Technician Contacted: FT David, ETA 15		
	7:04:27 AM < Other: See Comments >: FT arrived, evaluating issue		
	7:14:53 AM Technician Contacted: FT fixed paper feed lever. Issue resolved, Voting resumed		
Pet 1126	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	9:17:00 AM Media: FED informed media present at PP.	10:13:54 AM	Media present is Access TV.
	7:38:31 PM Need Lights: FED informed that very poor lighting inside PP. Need better lighting.	7:55:47 PM	DL delivered lights
	7:42:22 PM District Driver Contacted: DL dispatched		
	7:55:35 PM < Other: See Comments >: DL delivered lights		
Pet 1127	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	1:38:15 PM Dispatch Inspector: Please dispatch an experienced INSP. Entire team is new. FED has reported they will have issues closing.	2:32:47 PM	I informed FED that Exp. Insp. on the way.
	2:18:25 PM Pollworker Dispatched: exp inspector dispatched.		
	7:39:51 PM Need Lights: FED said very poor lighting inside PP. Needs better lighting.	7:51:44 PM	DL delivered lights
	7:43:20 PM District Driver Contacted: DL dispatched		
	7:51:20 PM < Other: See Comments >: DL delivered lights		
Pet 1128	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	9:14:11 AM Media: FED informed media present on PP.	9:31:42 AM	Media present is Access Press TV.



Pet 11131	11:16:33 AM	Need Table, Chairs, Booths: FED informed missing legs from one of the booths. Please deliver legs.	11:56:25 AM	DL delivered booth legs
	11:41:20 AM	Driver Dispatched: Driver Dispatched to deliver booth legs		
	11:55:51 AM	< Other: See Comments >: DL delivered booth legs		
Pet 11142	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	11:31:30 AM	Need Poll Signs: FED informed "Polling Place Vote Here" sign missing. Please send one.	11:51:36 AM	Flag sign delivered
	11:42:40 AM	Driver Dispatched: DL to deliver Flag sign		
Pet 11149	11:51:04 AM	< Other: See Comments >: Flag sign delivered		
	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	9:23:12 AM	Insight Operations: FED reported the Insight machine displayed an error and the issue couldn't be resolved by the INSP and the FED. Please send tech.	9:48:00 AM	FT was able to clear poll message with assistance from EC tuan, Issue resolved,
Pet 11144	9:27:46 AM	Technician Contacted: FT Mike, ETA 5 mins		
	9:42:44 AM	< Other: See Comments >: FT on site		
	9:45:10 AM	Technician Contacted: FT was able to clear poll message with assistance from EC tuan. Issue resolved, voting resumed		
Pet 11143	9:36:45 AM	Dispatch Bilingual: FED said Inspector needs Spanish bilingual clerk.	10:02:39 AM	clerk has been dropped off
	9:43:34 AM	Pollworker Dispatched: SP bilingual clerk dispatched.		
	12:34:52 PM	Edge Audio: tried to talk insp through Edge audio but it keeps going to touchscreen. Pls send tech or fed	1:34:05 PM	verifying, repowered machine, Issue resolved, Voting resumed.
Pet 11148	12:57:40 PM	Technician Contacted: FT Mike, ETA 10 mins		
	1:14:36 PM	< Other: See Comments >: FT on site, evaluating issue		
	1:18:48 PM	Technician Contacted: FT reported Message displayed: Election verifying, repowered machine, reseated audio cable, Issue resolved, Voting resumed.		
Pet 11149	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	11:14:07 AM	Other Polling Place Issues: Monitor reports the size of pp is small and is not convenient for voters. Placement of Edge machine and voting booths is also not convenient. PCT services dispatched DL to check on placement of voting booths and Edge.	11:15:37 AM	PCT services dispatched DL to check on placement of voting booths and Edge.
	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	7:22:42 AM	Edge Operations: Edge not working, could not hear insp to troubleshoot, says it is just not working. Pls send FED or tech to assist	9:04:01 AM	FT fixed bent printer cable, issue resolved, voting resumed
Pet 11149	7:26:31 AM	Technician Contacted: FT Mike, ETA 10 min		
	7:33:24 AM	Technician Contacted: redirected to different precinct with priority issue, ETA return 30 mins. Redirecting issue to FED to provide assistance since FT		
	8:29:50 AM	FED Contacted: FED reports printer cord will not connect. Please send replacement printer cord.		
Pet 11153	8:43:35 AM	Technician Contacted: FT Mike, ETA 5 mins,		
	9:00:28 AM	< Other: See Comments >: FT arrived at site, Evaluating issue		
	9:01:23 AM	Technician Contacted: FT fixed bent printer cable, issue resolved, voting resumed		
Pet 11153	11:19:59 AM	Other Polling Place Issues: Monitor reports that pp size is small and not convenient to voters. Also, polling place does not have sufficient signs, FED will provide additional signs to pp. PP size is over 500 square ft, requirement is 300 square feet. DL will check set up.	11:25:44 AM	FED will provide additional signs to pp. PP size is over 500 square ft, requirement is 300 square feet. DL will check set up.
	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	11:30:05 AM	Other Polling Place Issues: Monitor reports not all pws wearing bilingual nametags. INSP confirmed all pws located and are wearing nametags.	11:31:35 AM	INSP confirmed all pws located and are wearing nametags.

Pct	7004	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
		Init.	Problem Comments	Time Resolved	Resolution Comment
Pct 7006		5:56:21 AM	Can't Locate Equipment: FED reported that Inspector called and cannot locate equipment in the lobby of the building.	6:34:40 AM	Equipment located. Setting up for voting. Will open at 7am.
		6:28:11 AM	No Action Need: FED Contacted, is on site. Advised FED to be at the PP at 6:45 to check on them. If equipment can't be located at that time, conduct Emergency Voting Procedures.		
		6:34:00 AM	FED Contacted: Equipment located. Setting up for voting. Will open at 7am.		
		7:40:45 AM	Dispatch Clerk: FED requests additional clerk to help. Please send clerk.	8:30:01 AM	clerk has been dropped off
		7:45:53 AM	Pollworker Dispatched: clerk dispatched.		
Pct	7006	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
		Init.	Problem Comments	Time Resolved	Resolution Comment
Pct 7007		7:29:49 AM	Insight Operations: insp says each ballot says defective ballot. Tried moving it out of light, each card showing same msg. She said there's no jam, tried to verify pet # on ballots, sounded right, hard to hear. Pls send FED. Voting continues via AUX, pw concerned will fill	9:10:23 AM	New Insight Tabulator is up and running, and Voting continues.
		7:46:30 AM	Technician Contacted: FT Javier will proceed to this location after tbl-shooting PCT 7643. ETA 20 min.		
		7:50:46 AM	Pollworker Contacted: INSP called back. Aux Bin is getting full.		
		8:15:29 AM	< Other: See Comments >: FT Javier is en-route as of 8:12a ETA 6 min		
		8:42:18 AM	< Other: See Comments >: FT Javier is conferring with FED Patricia, but he believes that the insight should be replaced ASAP because the Aux Bin is now full.		
		8:46:43 AM	Technician Contacted: FT Javier troubleshoot insight- Defective ballots: lower head failure. Tuan recommended insight to be replaced.		
		8:54:46 AM	< Other: See Comments >: FT Javier is replacing Insight Tabulator as approved by Lead Tech Tuan. Insight Tabulator needs to be replaced		
		9:02:35 AM	FED Contacted: New Insight Tabulator is up and running, and Voting continues..		
Pct	7007	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
		Init.	Problem Comments	Time Resolved	Resolution Comment
Pct 7008		9:46:36 AM	Provisional Envelopes: INSP reports they are low on PV Envelopes. Send FED with more, and make sure to inform INSP about offering re-direction and how to handle out of county voters who want to vote.	10:17:16 AM	at the site.
		10:17:04 AM	FED Contacted: at the site.		
Pct	7008	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
		Init.	Problem Comments	Time Resolved	Resolution Comment
Pct 7013		6:36:06 AM	Dispatch Clerk: Needs adult clerk. Only student clerks on site. Set up QK.	7:25:36 AM	clerk has been dropped off
		7:06:03 AM	Pollworker Dispatched: clerk dispatched.		
		10:16:24 AM	Dispatch Inspector: Insp feeling ill and needs replacement. Dispatch Insp.	10:50:41 AM	FED there. Current inspector will go home due to illness.
		10:21:37 AM	Pollworker Dispatched: Inspector dispatched.		
		10:23:42 AM	FED Contacted: FED contacted and will check in on PCT. ETA 0 min.		
Pct	7013	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
		Init.	Problem Comments	Time Resolved	Resolution Comment
Pct 7018		10:49:29 AM	FED Contacted: FED reported that replacement inspector is there. Current inspector will go home due to illness.		
		6:01:03 AM	Dispatch Inspector: FED reported Inspector called and will not make it.. FED delivered backup roster and ballots. Will set up for emergency voting. Please send replacement inspector.	6:12:44 AM	Dropped off by FED Roman O.
		6:07:28 AM	Pollworker Dispatched: Inspector dispatched w/ rice bag.		
Pct	7018	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
		Init.	Problem Comments	Time Resolved	Resolution Comment
Pct 7018		6:19:47 AM	Need Lights: INSP reports PP is too dark. Need 6 clamp lights and extension cords. INSP called again because lights have still not arrived. PP opened late at 7:20am. Two observers are on site.	8:00:52 AM	DL delivered lights - will go by to check polling place
		7:10:37 AM	Driver Dispatched: Driver Dispatched to deliver lights		
		7:59:36 AM	< Other: See Comments >: DL delivered lights - will go by to check polling place		



Pct 7019	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	7:24:29 AM	Other Polling Place Issues: FED reported Port o Potty is not onsite. Please send one to pet. Also, pet requests an orange cone for signs.	8:46:15 AM	toilet arrived.
	7:29:29 AM < Other: See Comments >	Contacted vendor - will delivery Port-a-potty		
Pct 7021	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	6:36:58 AM	Dispatch Bilingual: INSP reports PP requires a Chinese speaking clerk. Current Chinese speaking clerk felt ill and could not make it. Please dispatch bilingual Chinese speaking clerk immediately.	9:48:52 AM	clerk has been dropped off
	9:32:56 AM	Pollworker Dispatched: CH bilingual clerk dispatched.		
Pct 7022	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	11:03:28 AM	Pollworker issue: Monitor reports bilingual pw needed. Required bilingual pw went home ill and a replacement was promptly sent.	11:04:26 AM	Required bilingual pw went home ill and a replacement was promptly sent.
	8:34:41 AM	Need Poll Signs: Voter called - please put a sign on the Oakdale side of the bldg that tells voters that the entrance has moved. INSP has no signs to create this. Please contact voter after the sign is in place.	9:32:29 AM	DL confirmed signage hung
Pct 7023	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	8:59:54 AM	District Driver Contacted: DL dispatched		
	9:18:02 AM	District Driver Contacted: DL confirmed voters are entering and voting on Newcomb - DL will post sign on Oakdale		
Pct 7024	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	8:55:25 AM	Electioneering / Observers: monitors from Asian Law Caucus present. Inspector requests review of observer procedures. Called FED, she'll stop by. Voting continues.	8:59:44 AM	
	11:10:30 AM	Pollworker issue: Monitor reports pw did not have visible bilingual nametags. INSP confirmed that bilingual pws located nametags and are wearing them.	11:11:32 AM	INSP confirmed that bilingual pws located nametags and are wearing them.
Pct 7025	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	7:17:58 AM	No Insight Keys: INSP's Insight keys do not have the little key for the bin. He has big key for Insight rear door. FED helped with opening but INSP will need new keys for Aux voting, any ballot transfer, and closing. Send replacement keys.	8:28:11 AM	Driver is on his way. ETA 20 mins.
	8:27:51 AM	Driver Dispatched: Driver is on his way. ETA 20 mins.		
Pct 7032	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	9:56:20 AM	Edge Audio: INSP having trouble activating audio ballot. Voter was there. Voter left while I was going through troubleshooting instructions. Send FED to review Edge procedures.	11:19:51 AM	EDGE audio is operational. Voting continues.
	10:02:31 AM	FED Contacted: FED on her way. ETA 15 mins.		
Pct 7037	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	7:48:08 PM	Pollworker issue: Voter signed on wrong line of Roster; voter who should have signed on that line now at PP. PW will have 2nd voter sign and 1st voter's line and put arrows to show signatures accidentally reversed. Voting continues.	7:49:29 PM	
	10:42:38 AM	Need Table, Chairs, Booths: INSP reports PP can use an additional table. Please deliver table to PP.	10:57:22 AM	We only supply one white table - the facility has many of their own tables
Pct 7038	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	10:56:35 AM	District Driver Contacted: DL dispatched to assess the need - we only give one white table		
	8:17:52 AM	Campaign Sign Within 100 Feet:	8:23:26 AM	FED resolved issue. Owner moved the car.

Pct 7045	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	8:10:07 AM	Pollworker Issue: Monitor reports polling place did not have bilingual pw. INSP confirms both required pws are present, one speaks Cantonese and the other speaks Mandarin.	8:09:06 AM	INSP confirms both required pws are present and speak both Cantonese and Mandarin.
Pct 7048	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	6:33:43 AM	Other Soft Supplies: INSP reports PP needs write-in candidate list. Please deliver.	8:24:23 AM	FED delivered it.
Pct 7049	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	3:01:06 PM	Insight Ballot Jam: Clerk Wendy Lei called to report Insight jam. Ballot is apparently jammed all the way inside the tabulator so I'm not able to assist over the phone. SEND FED to assist. See follow up comments	4:27:17 PM	FED confirmed replacing the Insight Machine.
	3:02:57 PM	Pollworker Contacted: Inspector is on break, so there are no insight keys. I told clerk to use empty blue box as temporary aux bin. When FED arrives, fix jam, then transfer blue box ballots through the insight. Spoil the ballot stuck inside the tabulator, it's uncounted		
	3:09:13 PM	FED Contacted: FED on her way to help. ETA 5 minutes.		
	3:21:07 PM	FED Contacted: FED did troubleshooting machine still jam. Please send Technician to help. Voting continuous on Aux. Bin.		
	3:23:52 PM	Technician Contacted: FT Terry, ETA 15 mins		
	3:31:42 PM	< Other: See Comments >: FT arrived, Evaluating issue		
	3:37:08 PM	Technician Contacted: FT on site, will be replacing Insight per Lead Tech, Tuan		
	3:42:13 PM	FED Contacted: FED confirmed replacing the Insight Machine.		
	4:26:18 PM	Technician Contacted: FT replaced Insight per LT, Old Ser#513511, AT-2133, New Serial #503406, AT BKpin045		
	7:03:40 PM	Dispatch Inspector: Please dispatch exp INSP or exp Clerk. FED feels this PP will need help closing.	7:33:48 PM	insp has been dropped off
	7:06:55 PM	Pollworker Dispatched: exp. Inspector dispatched.		
	7:50:10 PM	FED Contacted: FED confirmed Exp. Clerk is at PP.		
Pct 7051	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	5:27:51 PM	Provisional Envelopes: INSP reports 13 PVE left. Called FED to drop additional.	6:31:43 PM	FED delivered PVE. Voting continues.
	5:42:32 PM	FED Contacted: FED on her way. ETA 5 minutes.		
Pct 7202	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	6:54:43 AM	Need Table, Chairs, Booths. Need one additional table for pollworkers.	7:36:28 AM	DL confirms table delivered
	7:16:03 AM	Driver Dispatched: Driver Dispatched to deliver table		
	9:16:02 AM	Dispatch Clerk: Clerks don't speak English very well and are not knowledgeable with voting procedure. Please send an experience English speaking PW.	9:52:46 AM	Per insp., clerk arrived at PP.
	9:21:27 AM	Pollworker Dispatched: clerk dispatched. Will be driving himself.		
	10:51:04 AM	Provisional Envelopes: INSP request more envelopes. Only has 6 envelopes left.	11:12:58 AM	Pvenvelops have dropped off. Voting continues.
	10:56:56 AM	FED Contacted: FED is on his way. ETA 3 min.		
Pct 7208	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	8:21:29 AM	Provisional Envelopes: have 5 left, need 100 additional.	8:53:48 AM	Provisional Envelopes have been delivered. Voting continues.
	8:26:19 AM	FED Contacted: Advised FED to deliver Provisional Envelopes. ETA 10min.		
	8:52:15 AM	FED Contacted: Provisional Envelopes have been delivered. Voting continues.		



Pet	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
Pet 7302	5:56:49 AM Need Table, Chairs, Booths: Inspector says he only has 6 booths, and that previous Presidential election they had more and needed them. Requesting add'l 4 booths.		10:04:48 AM DL delivered 4 booths and 1 table	
	7:41:03 AM District Driver Contacted: DL dispatched			
	10:04:30 AM < Other: See Comments >: DL delivered 4 booths and 1 table			
Pet 7305	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
	1:29:10 PM Ballot Transfer: Insight has surpassed 700 ballot count. Per Director, ballot transfer initiated. Confirm FED will be dispatched to assist.		2:15:11 PM Ballot transfer done. Voting continues	
Pet 7309	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
	7:44:58 AM Dispatch Inspector: New inspector is not very knowledgeable. Pls send an experienced inspector to assist.		8:11:04 AM insp has been dropped off	
	7:48:20 AM Pollworker Dispatched: exp. Inspector dispatched.			
	3:04:42 PM Ballot Transfer: Please send FED to assist with ballot transfer.		3:31:16 PM	
Pet 7319	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
	8:52:02 AM Need Table, Chairs, Booths: INSP has 5 standing and 1 seated voting booth and is requesting 1 more booth for busy periods. Not urgent or critical.		9:16:01 AM DL deliver booth	
	9:07:50 AM Driver Dispatched: Driver Dispatched to deliver a booth			
	9:15:48 AM < Other: See Comments >: DL deliver booth			
Pet 7323	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
	6:33:04 AM Dispatch Clerk: Clerk no show; FED tried to contact her and no response.		6:56:43 AM clerk has been dropped off	
	6:41:36 AM Pollworker Dispatched: clerk dispatched			
	6:33:50 AM Need Table, Chairs, Booths: FED called and said need a small table to place the edge machine because the PP owner will not be able to provide one.		7:39:19 AM DL delivered 6ft table	
Pet 7325	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
	7:24:56 AM Driver Dispatched: DL to either deliver table or set Edge on legs			
	7:39:13 AM < Other: See Comments >: DL delivered 6ft table			
Pet 7333	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
	8:27:39 PM Pollworker issue: INSP skipped all closing procedures on Insight except removing memory pack.		8:34:03 PM	
	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
	7:02:00 AM Dispatch Bilingual: student clerk did not show up. Please dispatch a bilingual chinese pw.		8:46:55 AM Spoke to insp. CH clerk not needed now. Voting continues.	
Pet 7335	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
	8:46:57 AM Pollworker Contacted: Verified w/ Inspector that CH bilingual clerk not needed for now. Voting continues.			
	9:47:37 AM Electioneering / Observers: Asian Law Caucus observers.		9:47:53 AM	
	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
	6:41:54 PM Provisional Envelopes: 10 PVE left. INSP left message for FED to ask for additional supply. Please check in with FED and make sure FED is en route.		7:57:12 PM PVE dropped off. Voting continues.	
	6:54:20 PM FED Contacted: roman is on his way.			



Pct 7336	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	2:39:59 PM Provisional Envelopes: URGENT need for PVs, only have 2 left 2:46:36 PM FED Contacted: FED will be there to drop off in 3 minutes.	3:12:57 PM	
Pct 7339	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	4:46:52 PM Provisional Envelopes: INSP needs provisional envelopes has 10 left. 4:51:40 PM FED Contacted: fed will drop off pv envelop. ETA 10 mins.	5:29:30 PM	
Pct 7341	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	8:28:35 AM Dispatch Clerk: Insp lost clerk due to illness. Replacement requested. 8:30:11 AM Pollworker Dispatched: clerk dispatched.	9:04:19 AM	clerk has been dropped off
Pct 7342	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	11:31:02 AM Ballot Transfer: 667 ballots transferred to blue box	11:31:48 AM	
Pct 7343	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	5:46:37 PM Media: SEND FED - media taking pictures without authorization per INSP - please assist. 5:54:37 PM < Other: See Comments >: INSP contacted. No issue reported. Voting continues.	5:54:28 PM	INSP contacted. No issue reported. Voting continues.
Pct 7344	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	9:31:27 AM Other Soft Supplies: insp needs new yellow seal for red box. In the meantime will use paper seals	9:39:40 AM	PW are using white paper seals to keep Red Box secured.
	9:39:16 AM Pollworker Contacted: PW are using white paper seals to keep Red Box secured.		
	9:40:06 AM Pollworker Issue: Monitor reports pws could not find seal for Red Box. PWs are using white paper seals to secure Red Box.	9:40:41 AM	Ws are using white paper seals to secure Red Box.
Pct 7346	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	1:45:25 PM Other Soft Supplies: INSP requests additional extension cord. 2:10:48 PM FED Contacted: FED 1st there to drop off cord.	2:11:27 PM	
Pct 7346	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	8:29:03 AM Other Polling Place Issues: Monitor reports that Chinese version of sample ballot may not be in polling place, and is not sure the entrance to the pp is accessible. PCT services dispatched DL to check pp accessibility, INSP reports that VIP is and CA voter guide is displayed.	8:33:36 AM	PCT services dispatched DL to check pp accessibility, INSP reports that VIP is and CA voter guide is displayed, PCT services confirmed entrance door is 33.5 inches wide, wider than the required 32 inches.
	1:36:27 PM Insight Operations: After the ballot transfer, Insight displayed "Poll is close". INSP and FED tried to resolve it, but they couldn't. Please send tech to assist. Voting continues through AUX bin.	2:31:12 PM	FT Joe obtained Access Code from LT to clear the "Poll Closed" error message. Issue resolved, voting continues.
	1:44:59 PM Technician Contacted: FT Joe dispatched. ETA 5 min.		
	2:21:40 PM < Other: See Comments >: FT Joe obtained Access Code from LT to clear the "Poll Closed" error message. Issue resolved, voting continues.		
	3:28:46 PM Insight Operations: Insight is turning on and off by itself. FED tried to fix it but is unable to make it to work. Pls send tech.	3:47:51 PM	FT Joe cleared problem by re-seating power cord. Issue resolved, voting continues.
	3:31:10 PM Technician Contacted: FT Joe dispatched. ETA 3 min. 3:42:35 PM < Other: See Comments >: FT Joe on-site @ 3:35p. 3:46:30 PM < Other: See Comments >: FT Joe cleared problem by re-seating power cord. Issue resolved, voting continues.		

Pet 7347	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
	8:43:48 AM	Dispatch Bilingual: Student clerk is unfamiliar with voting procedure. Please send an additional bilingual experience clerk.	9:38:04 AM	clerk has been dropped off
	9:06:21 AM	Pollworker Dispatched: CH bilingual clerk dispatched.		
	1:50:04 PM	Insight Operations: After ballot transfer, FED tore the Insight tape, and a message displayed "Poll is closed". INSP and FED needed assistance.	2:28:44 PM	FT Mark on-site. LT Tuan advised him on entering a new Access Code, and the "Poll Closed" error message cleared. Issue resolved, voting continues.
	1:58:00 PM	Technician Contacted: FT Mark on-site. LT Tuan advised him on entering a new Access Code, and the "Poll Closed" error message cleared. Issue resolved, voting continues.		
Pet 7503	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
	4:02:19 PM	Ballot Transfer: Send FED to assist with ballot transfer. Insp seems overwhelmed and unable to handle it. Please review procedures with Fed and ensure his abilities.	4:27:48 PM	Ballot transfer has taken place. Voting continues.
	4:05:47 PM	FED Contacted: Informed PP requires ballot transfer. ETA 20min.		
	4:27:40 PM	FED Contacted: Ballot transfer has taken place. Voting continues.		
Pet 7504	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
	3:57:19 PM	Provisional Envelopes: 15 provisional envelopes left. Redirection offered to voters, but many refused. Dispatch FED.	4:22:16 PM	Provisional Envelopes have been delivered. Voting continues.
	4:01:04 PM	Driver Dispatched: driver is on his way to deliver the pvs		
	4:21:51 PM	FED Contacted: Provisional Envelopes have been delivered. Voting continues.		
Pet 7506	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
	9:48:19 AM	Electioneering / Observers: INSP reports Bloomberg news on site to observe.	9:48:43 AM	
Pet 7508	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
	3:47:42 PM	Edge Printer Paper Low: FT Bien arrived at polling place to find "Printer Paper Low" message on Edge	3:51:30 PM	FT Bien arrived to find "Printer Paper Low" warning on the EDGE. FT checked printer cable and power connections. FT adjusted the printer. Issue resolved. Voting Continues.
	3:51:28 PM	< Other: See Comments >: FT Bien arrived to find "Printer Paper Low" warning on the EDGE. FT checked printer cable and power connections. FT adjusted the printer. Issue resolved. Voting Continues.		
	7:17:56 PM	Pollworker Issue: Monitor reports pws had news with election results on at the polling place. INSP was advised to turn off the news.	7:18:56 PM	INSP was advised to turn off the news.
Pet 7509/1	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
	9:01:03 AM	Dispatch Clerk: Experienced pollworker needed	9:28:25 AM	clerk has been dropped off
	9:03:14 AM	Pollworker Dispatched: exp. Clerk dispatched.		
	2:24:40 PM	Ballot Transfer: Requests FED assistance with ballot transfer. Called FED and left message.	2:41:31 PM	Fed assisted with ballot transfer
	2:41:27 PM	FED Contacted:		
Pet 7514	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
	7:59:20 AM	Edge Operations: Replace Edge. Tech on site and can't fix Edge.	11:58:49 AM	Replacement Edge delivered
	8:47:38 AM	< Other: See Comments >: FT Joe reports that Edge needs replacing because of low screen power and printer-not-printing. Lead Technician Tuan approved replacement, and FT Joe reported the defective eqpmt Serial number and Asset Tag number.		
	8:53:05 AM	< Other: See Comments >: Per EC Tuan, Replacement Edge is needed. Edge needs to be replaced by Computer Room		
	9:10:27 AM	Computer Room: Prelat almost done		
	9:59:09 AM	Computer Room: Requested Replacement Machine is ready. On the way to polling place		



Pct 7516	9:23:45 AM	Provisional Envelopes: Insp down to 15 provisional envelopes. Dispatch FED.	9:47:11 AM	FED DROPPED OFF pv ENEVELOPES
	9:28:23 AM	FED Contacted: fed dispatched. ETA 15 MIN		
	9:47:03 AM	FED Contacted: FED DROPPED OFF pv ENEVELOPES		
	9:55:46 AM	Edge Operations: Blank screen. FED cannot resolve with troubleshooting guide. Please, send tech.	12:08:09 PM	Replacement Edge delivered
	10:05:24 AM	Technician Contacted: FT Joe reminded me that this Pet is still waiting for their replacement Edge, which left City Hall @ 9:55a. Edge needs to be replaced by Computer Room		
	<b>Init. Call Time Problem Comments</b>		<b>Time Resolved Resolution Comment</b>	
	6:35:56 AM	Dispatch Clerk: Pollworkers and Insp. need help to set up. They request another pollworker	7:23:20 AM	clerk has been dropped off
	7:09:24 AM	Pollworker Dispatched: clerk dispatched.		
	7:15:24 AM	FED Contacted: Fed request a new experienced inspector. Fed is on the site assisting with the voting.		
	7:18:47 AM	FED Contacted: They need a table for the Edge		
Pct 7518	7:48:20 AM	FED Contacted: They have a new clerk. They still need the table for the edge.		
	12:40:46 PM	Edge Operations: edge seems to be stuck	1:23:01 PM	FT Joseph repaired 2 bent pins on the VVPAT printer connector. Issue resolved, voting continues.
	12:47:04 PM	Technician Contacted: FT Joseph dispatched. ETA 20 min.		
	1:20:44 PM	< Other: See Comments >: FT Joseph repaired 2 bent pins on the VVPAT printer connector. Issue resolved, voting continues.		
	<b>Init. Call Time Problem Comments</b>		<b>Time Resolved Resolution Comment</b>	
	5:37:49 AM	Dispatch Clerk: INSP called - confirmed that two clerks will not show today, including only adult clerk - will not open on time without assistance - instructed to call back to walk through emergency voting if needed.	6:24:29 AM	clerk has been dropped off
	6:04:35 AM	Pollworker Dispatched: clerk dispatched.		
	1:02:58 PM	Other Soft Supplies: insp would like an additional red box and seal because hers is 3/4 full	1:47:15 PM	DL confirmed red box delivered
	1:22:32 PM	District Driver Contacted: DL dispatched		
	4:56:22 PM	Edge Operations: Edge machine is not working. Does not have power. Green light is off.	5:39:49 PM	FT Tim on site notice that the power strip was turned off. Informed the poll worker, and turn on power strip and the edge is on and poll are still open and voting continues
Pct 7519	5:12:51 PM	Technician Contacted: FT Tim On route eta 10min		
	5:34:53 PM	Technician Contacted: FT Tim on site notice that the power strip was turned off. Informed the poll worker, and turn on power strip and the edge is on and poll are still open and voting continues		
	<b>Init. Call Time Problem Comments</b>		<b>Time Resolved Resolution Comment</b>	
	8:15:54 AM	Need Lights: one light was broken. Need one light and cord or pole to hang it up	9:38:57 AM	DL delivered clamp light
	9:38:33 AM	< Other: See Comments >: DL delivered clamp light		
	<b>Init. Call Time Problem Comments</b>		<b>Time Resolved Resolution Comment</b>	
	7:36:45 AM	Dispatch Clerk: PP has 3 students. Experienced pollworker needed	8:30:19 AM	clerk has been dropped off
	7:50:41 AM	Pollworker Dispatched: clerk dispatched.		
	7:37:38 AM	No Insight Keys: Inspector needs a set of Insight keys	9:42:00 AM	key is delivered
	8:05:57 AM	< Other: See Comments >: Driver dispatch will deliver a set of insight keys. DL do not have extra sets		

Pct 7523	9:10:50 AM	Insight Operations: Insight jammed. Jam was cleared but would not process more ballots. INSP unplugged it and plugged it back in, Insight zeroed out. Send Tech to evaluate Insight. Precinct ballots will need to be recounted. Voting continues through Aux Bin.	9:29:12 AM	FT Tim cleared out debris from insight, ballots accepted voting continues
	9:15:47 AM	Technician Contacted: Ft Tim on route eta 5min		
	9:23:48 AM	FED Contacted: Fed will assist with voting. ETA 5 m		
	9:25:49 AM	Technician Contacted: FT Tim cleared out debris from insight, ballots accepted voting continues.		
	9:44:50 AM	Pollworker Issue: PWs asking all voters for 1D. before checking the roster.	10:25:28 AM	Fed has made sure pollworkers understands he cannot ask for 1D unless is requested in the roster.
Pct 7531	10:10:25 AM	FED Contacted: Fed is on his way to assess with situation. ETA 5 m		
	10:22:49 AM	FED Contacted: Fed has made sure pollworkers understands he cannot ask for 1D unless is requested in the roster.		
	6:15:33 PM	Provisional Envelopes: INSP request - SEND FED for PVE - 3 left	6:53:41 PM	pv delivered
Pct 7533	6:32:05 PM	FED Contacted: roman is on his way to deliver pvs		
	12:00:38 PM	Need Table, Chairs, Booths: 2-3 more tables if possible for evening rush	12:53:51 PM	DL delivered 2 booths
	12:24:54 PM	Driver Dispatched: DL to deliver booths		
	12:53:32 PM	< Other: See Comments >: DL delivered 2 booths		
Pct 7534	4:50:02 PM	Other Soft Supplies: Pct out of "I Voted" stickers. Dispatch FED.	6:11:32 PM	
	5:26:00 PM	FED Contacted: ETA 10 m		
	9:39:31 AM	Pollworker Issue: Voter went with granddaughter (who was a 1st time voter) to voting booth. PW Chuck confronted her in front of other voters saying 2 people cannot be in booth. Voter embarrassed and felt PW could be more tactful.	11:09:43 AM	Fed Talked with Inspector and pollworker and explained a voter can have two people in the booth.
Pct 7535	11:07:48 AM	FED Contacted: Fed Talked with Inspector and pollworker and explained a voter can have two people in the booth.		
	11:45:10 AM	Provisional Envelopes: Down to 10 PVE, please send FED with more envelopes.	2:09:54 PM	fed is on the site with pvs
	12:04:28 PM	FED Contacted: He will drop provisional envelopes. ETA 15 m		
	1:45:22 PM	FED Contacted: He is on his way with provisional envelopes. ETA 5m		
	12:28:50 PM	Ballot Transfer: INSP is ready to do ballot transfer, but two clerks are on break. Send FED to help.	2:10:14 PM	fes is at the site. Ballot transfer is taking place.
Pct 7536	1:44:37 PM	FED Contacted: He is on his way to site to assist with ballot transfer. ETA 10		
	4:38:33 PM	Electioneering / Observers: Otague Observer at PP, not electioneering, just checking street index against our street index.	4:39:19 PM	

Pct 7537	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	6:31:45 AM	Other Polling Place Issue: INSP reports floor is covered in a slippery substance and they don't have anything to clean it. Also having trouble with the outlets in the PP.	7:22:10 AM	
	7:04:45 AM	District Driver Contacted: DL present and is cleaning up the oil - meanwhile placed a cone over the oil on floor. Is working on getting the PPO to move the car which is in the driveway - voters can still access the polls.		
	7:21:14 AM	FED Contacted:		
Pct 7538	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	5:48:26 PM	Pollworker Issue: PW reports all Card 1 pads are stapled through top voter receipt instead of middle pad sub. Per NK, issue middle as receipt and keep stapled part.	5:52:39 PM	
	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	6:09:09 AM	Dispatch Inspector: fed COULD NOT GET HOLD OF INSP ALST NIGH. He is a no show. PWs are starting to set up.	6:27:08 AM	insp has been dropped off
Pct 7539	6:14:26 AM	Pollworker Dispatched: Inspector dispatched.		
	6:18:52 AM	FED Contacted: fed dispatched. Eta 10 min		
	6:26:57 AM	FED Contacted: REPLACEMENT INSP has arrived. Set up taken place.		
	6:54:34 PM	Other Soft Supplies: INSP cannot locate some of his closing bags. Send FED	8:58:07 PM	delivered
	7:13:00 PM	FED Contacted: fed dispatched. 10 min eta		
	8:57:56 PM	FED Contacted: delivered		
Pct 7544	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	8:17:01 AM	Dispatch Inspector: INSP is sick with a fever and would like to leave. Has supervised set up and start of voting procedures. Is willing to remain until arrival of replacement INSP. Dispatch replacement INSP immediately.	8:53:39 AM	insp has been dropped off
	8:21:56 AM	Pollworker Dispatched: Inspector dispatched.		
	8:50:03 AM	FED Contacted: Fed will go to site to assist. ETA 10 m		
	9:22:18 AM	Dispatch Clerk: Need extra pw to direct voters.	9:44:45 AM	clerk has been dropped off
	9:28:25 AM	Pollworker Dispatched: clerk dispatched.		
Pct 7546	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	9:09:29 AM	Dispatch Clerk: FED requests an additional clerk.	9:42:19 AM	clerk has been dropped off
	9:14:37 AM	Pollworker Dispatched: clerk dispatched.		
	10:04:51 AM	Provisional Envelopes: Richard Lee replacement Inspector just arrived. Down to 4 provisional envelopes. Please send FED with additional supply.	10:25:47 AM	
	10:25:52 AM	FED Contacted: FED is on the site. PV have been delivered.		
Pct 7547	10:26:13 AM	FED Contacted: left msg.		
	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	10:43:46 AM	Ballot Transfer: INSP is at 600+ cards into Insight. Called to inform he will conduct ballot transfer.	10:44:16 AM	
	11:16:43 AM	FED Contacted: Fed transferred ballots into the blue box.		



Pct 7548	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	6:53:11 AM Dispatch Clerk: Fed reports there is 3 students and they need another adult pollworker	7:23:58 AM	clerk has been dropped off
	6:57:33 AM Pollworker Dispatched: clerk dispatched.		
	7:24:46 AM FED Contacted: PP hasn't received new clerk yet		
	8:44:33 AM Other Polling Place Issues: INSP needs an additional key for the elevator (only has one which is being used to let voters into the PP). Need key to let voters back down.	10:49:58 AM	See last comment
Pct 7555	9:28:43 AM FED Contacted: Fed will come to the place to assist. ETA 10 m		
	10:27:46 AM < Other: See Comments >: Sean Martin has been to the polling place. There is only one key available for the elevator. Poll worker is operating the elevator shuttling voters		
	10:49:15 AM < Other: See Comments >: Inspector has assigned a poll worker to be the elevator operator and ride up and down with the voters		
	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
Pct 7556/5	6:57:44 PM Ballot Transfer: Send FED to help with ballot transfer.	7:16:33 PM	fed was there. Ballot transfer done
	7:13:57 PM FED Contacted: fed was there. Ballot transfer done		
	8:40:20 PM Pollworker Issue: INSP having a difficult time closing, send FED to assist.	10:31:10 PM	fed helped with closing. Waiting for pick ups
	8:57:16 PM FED Contacted: fed dispatched. Eta 10 min.		
	10:30:50 PM FED Contacted: fed helped with closing. Waiting for pick ups		
Pct 7556/5	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	7:25:26 AM Edge Operations: Can't init the touch screen, FED has tried to solve problem following troubleshooting guide but it is still not working. Please, send an edge replacement.	7:56:24 AM	Ft Audie found that the screen was dirty FT cleaned screen, edge is now working. Voting
	7:27:10 AM FED Contacted: Can't init the touch screen, FED has tried to solve problem following troubleshooting guide but it is still not working. Please, send an edge replacement.		
	7:30:46 AM Technician Contacted: FT Audie contacted. ETA 10 min.		
	7:54:14 AM Technician Contacted: Ft Audie found that the screen was dirty FT cleaned screen, edge is now working. Voting continues		
Pct 7601	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	11:46:39 AM Electioneering / Observers: obama campaigner, unofficial, has been campaigning within 100 feet, in spite of Insp advising not allowed. FED has been there but electioneer goes away. Pls hv FED return, try to make contact with her, advs that she must stop or we may need to call police	1:03:22 PM	She left the PP. Will call police if she continued the mishavior.
	12:09:12 PM < Other: See Comments >: Fed should follow up to advise of electioneering law and to call police if needed.		
	12:13:36 PM FED Contacted: FED will be there to talk to the woman again and will call the police when situation is not improved.		
Pct 7607	1:02:38 PM FED Contacted: She left the PP. Will call police if she continued the mishavior.		
	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	7:55:54 PM Dispatch Inspector: Inspector is feeling ill and wants to leave.	8:13:04 PM	replacement inspector is there. Closing has started.
Pct 7608	8:00:48 PM Pollworker Dispatched: Inspector dispatched.		
	8:12:46 PM FED Contacted: replacement inspector is there. Closing has started.		
	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
Pct 7611	8:21:23 AM Electioneering / Observers: INSP called to inform that there is 1 observer from Asian Law Caucus.	8:29:45 AM	
	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	11:35:30 AM Pollworker Issue: Monitor reports not all pws are wearing bilingual name tags. FED contacted to ensure all pw locate and wear bilingual name tags throughout the day.	11:36:23 AM	FED contacted to ensure all pw locate and wear bilingual name tags throughout the day. FED confirmed pws wearing name tags

10:12:41 PM Other: Dispatch FED to ensure pick-ups have been completed. PVs are in dining room.				11:23:59 PM	All done
11:23:47 PM FED Contacted: All done					
Pet 7614	Init. Call Time Problem Comments		Time Resolved	Resolution Comment	
	4:56:08 PM Edge PV audio voter: Election Protection on site. Voting continues.		4:57:14 PM		
Pet 7615	Init. Call Time Problem Comments		Time Resolved	Resolution Comment	
	1:29:52 PM Pollworker Issue: Monitor reports heavy pv usage. I confirmed with FED that pws are following procedures and offering redirection to voters.		1:30:39 PM	I confirmed with FED that pws are following procedures and offering redirection to voters.	
	1:58:33 PM Edge Operations: The EDGE is not working properly. FED and INSP tried, but couldn't resolve the problem. Please send tech.		2:19:09 PM	FT Jingo arrived and assessed issue. Loading screen error. Powered off EDGE for 10 secs and powered back up. Issue Resolved. Voting Continues.	
	2:02:34 PM Technician Contacted: FT Jingo dispatched. ETA 10 min.				
	2:17:38 PM < Other: See Comments >: FT Jingo arrived and assessed issue. Loading screen error. Powered off EDGE for 10 secs and powered back up. Issue Resolved. Voting Continues.				
Pet 7616	Init. Call Time Problem Comments		Time Resolved	Resolution Comment	
	12:46:02 PM Campaign Sign Within 100 Feet: voter reports a car littered with signs for this candidate parked outside of city hall very near VBM drop off box. Is concerned.		2:41:56 PM		
	1:09:50 PM < Other: See Comments >: Electioneering code states the 100' distance is from the room where voters "sign the roster and cast ballots". Automobile is well outside of 100' marker.				
	4:02:06 PM Provisional Envelopes: need PVs, they are checking colored pages of roster and offering redirection. Have about 25 left		4:54:14 PM		
	4:09:31 PM FED Contacted: fed is on his way to deliver pvs. Eta 10 min				
	4:54:21 PM < Other: See Comments >:				
Pet 7619	Init. Call Time Problem Comments		Time Resolved	Resolution Comment	
	5:50:28 AM Dispatch Bilingual: Spanish speaker Richard Chavez cancelled. Need a Spanish speaker at polling place.		8:19:44 AM	clerk has been dropped off	
	8:02:30 AM Pollworker Dispatched: Sp bilingual clerk dispatched.				
Pet 7621	Init. Call Time Problem Comments		Time Resolved	Resolution Comment	
	2:14:01 PM Provisional Envelopes: Clerk reports PP only has 5 Provisional Envelopes left. Please deliver additional Provisional Envelopes immediately.		2:49:03 PM	FED delivered PV envelopes. Voting continues.	
	2:16:50 PM FED Contacted: FED is on the way. ETA 5 mins.				
	2:48:57 PM FED Contacted: FED delivered PV envelopes. Voting continues.				
Pet 7623	Init. Call Time Problem Comments		Time Resolved	Resolution Comment	
	6:31:04 AM Dispatch Bilingual: Please dispatch spanish speaking poll worker.		8:24:54 AM	clerk has been dropped off	
	8:05:55 AM Pollworker Dispatched: Sp bilingual clerk dispatched.				
Pet 7625	Init. Call Time Problem Comments		Time Resolved	Resolution Comment	
	8:17:55 AM Need Poll Signs: FED asking for a cone and directional sign to PP		9:50:52 AM	Signage delivered	
	9:22:08 AM Driver Dispatched: Driver Dispatched				
	9:50:40 AM < Other: See Comments >: Signage delivered				



Pet 7626	5:40:02 PM	Other Polling Place Issues: Please contact building management to turn on lights. Because it is dark out, it is dark leading to the voting area.	7:01:33 PM	DL reports that there are lights, but, security doesn't know how to turn them on. They are trying to make contact with someone who can turn them on.
	5:45:00 PM	District Driver Contacted: DL contacted to attempt to get outside lights turned on.		
	6:08:02 PM	< Other: See Comments >: DL reports that there are lights, but, security doesn't know how to turn them on. They are trying to make contact with someone who can turn them on.		
Pet 7627		Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	7:01:49 AM	Dispatch Clerk: New inspector needs another clerk. One did not show.	7:41:26 AM	clerk has been dropped off
	7:13:50 AM	Pollworker Dispatched: clerk dispatched.		
Pet 7628	1:58:18 PM	Electioneering / Observers: FED reported observers.	1:58:42 PM	FED reported observers.
	5:45:35 PM	Voter Registration Cards: Send FED when available to deliver voter registration cards and 1 Voted stickers.	6:07:41 PM	FED delivered supplies. Voting continues.
	5:49:18 PM	FED Contacted: FED is on the way, ETA 10 mins.		
Pet 7629	6:07:16 PM	FED Contacted: FED delivered supplies. Voting continues.		
		Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	7:02:47 AM	Other Polling Place Issues: FED reported pet needs an orange cone for the pp sign. Too big to hang.	8:53:44 AM	DL delivered cone and sign
Pet 7630	7:37:58 AM	Driver Dispatched: Driver Dispatched		
	8:53:23 AM	< Other: See Comments >: DL delivered cone and sign		
		Init. Call Time Problem Comments	Time Resolved	Resolution Comment
Pet 7631	6:24:17 AM	Dispatch Clerk: clerk has not shown and phone # is wrong	6:41:51 AM	clerk has been dropped off
	6:26:17 AM	Pollworker Dispatched: clerk dispatched.		
		Init. Call Time Problem Comments	Time Resolved	Resolution Comment
Pet 7632	3:10:19 PM	Provisional Envelopes: 7 pv env left, pls send fed w/more	3:26:38 PM	FED delivered PV envelopes. Voting continues.
	3:21:06 PM	FED Contacted: FED is on his way. ETA 5 min		
	3:26:21 PM	FED Contacted: FED delivered PV envelopes. Voting continues.		
Pet 7633		Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	12:16:29 PM	Insight Operations: INSP reports 2 cards put into Insight ballot slot at same time, Insight accepted both with no error. LED counter shows 445. Please send tech to get check settings on ballot throat	1:03:36 PM	FT Scott check insight for debris and paper to see if it duplicate issue, witnessed a few ballots get counted, insight working correctly, voting continues.
	12:24:46 PM	Technician Contacted: FT Scott on route eta 15min		
Pet 7634	12:47:47 PM	Technician Contacted: FT Scott check insight for debris and paper to see if it duplicate issue, witnessed a few ballots get counted, insight working correctly, voting continues.		
		Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	6:39:44 AM	Dispatch Clerk:	7:11:05 AM	clerk has been dropped off
Pet 7635	6:43:16 AM	Pollworker Dispatched: clerk dispatched.		
		Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	5:44:28 PM	Insight Operations: Insight ballots were not being accepted. Seems to be cleared after troubleshooting. Send FED to process ballots in aux bin, perhaps ballot transfer.	6:32:37 PM	FED completed aux bin feeding and voting continues.
Pet 7636	6:05:03 PM	FED Contacted: FED		
	6:31:01 PM	FED Contacted: FED completed aux bin feeding and voting continues.		

Pet 7642	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	9:06:58 AM	Edge Operations: INSP says power outage caused Edge to go offline. Screen says polls closed. No voter waiting right now.	1:25:19 PM	driver and tech ahs returned
	9:28:28 AM	FED Contacted: FED contacted. Will go back to PCT and see if he can fix. Voting continues. ETA 10 min.		
	10:00:16 AM	FED Contacted: FED reports machine needs to be replaced. Please send a TECH.		
	10:12:17 AM	Technician Contacted: FT Scott, ETA 15 mins		
	10:26:35 AM	< Other: See Comments >: FT Scott arrived on-site.		
	10:43:39 AM	< Other: See Comments >: FT Scott reports that -- following a brief power-failure -- a Pollworker inadvertently closed the Polls when attempting to reboot the Edge. A replacement edge will be needed. Edge needs to be replaced by Computer Room		
	10:52:53 AM	Computer Room: Burning RC for Prelat		
	12:21:25 PM	Computer Room: Requested Replacement Machine is ready to pick up at computer room.		
Pet 7643	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	5:56:20 AM	Dispatch Bilingual: INSP say cantonese / mandarin speaker that is coming has limited English. Other cantonese speaker cancelled.	10:01:48 AM	clerk has been dropped off
	6:38:54 AM	FED Contacted: pw need assistance. 2 pw went to put out signs 30 min ago and have not returned. Pls have fed assess whether more pw are needed		
	9:10:19 AM	Pollworker Dispatched: exp. clerk dispatched.		
Pet 7647	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	6:07:19 PM	Provisional Envelopes: Only 15 envelopes left.	7:03:20 PM	DL delivered 25 pv envelopes
	6:32:13 PM	Disnt Driver Contacted: DL dispatched		
	6:58:35 PM	Disnt Driver Contacted: ETA 5 mins		
Pet 7708	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	4:50:09 PM	Other Soft Supplies: pls have FED deliver an inspector workbook, insp misplaced his	5:35:36 PM	
	4:58:22 PM	FED Contacted: FED on the way. ETA 5 min.		
Pet 7804	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	7:57:31 AM	Edge Card Activator Seals: Red Dot Sticker Seal is Missing: The Machine at polling place needs to be Replaced. Replace CARD ACTIVATOR, sticker seal is missing	8:38:30 AM	
	8:14:05 AM	Technician Contacted: FT Justin, ETA 10 mins		
	8:20:26 AM	< Other: See Comments >: FT on site, Evaluating issue		
	8:33:42 AM	Technician Contacted: FT confirmed red dot sticker missing, EC Kelly, approved replacement of Card Activator, Old Serial # 16121 AT CA7804, New Serial 38629, AT BKPCA033, issue resolved, Voting resumed		
	6:16:04 PM	Provisional Envelopes: 15 provisional envelopes remaining. Also need 1 Voted stickers.	7:19:58 PM	Fed dropped PV envelopes and I voted stickers
	6:38:27 PM	FED Contacted: FED is on his way. ETA 10 min		
	7:19:56 PM	FED Contacted:		
Pet 7807	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	5:55:48 AM	Dispatch Clerk: Clerk cancelled. Only two clerk students on the site. Dispatch 2 adult pollworkers	6:33:30 AM	both clerks have been dropped off
	6:16:50 AM	Pollworker Dispatched: 2 clerks dispatched.		



Pct 7809	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	6:21:31 AM Dispatch Clerk: Fed reports only 2 pollworkers on the site. One of them is a student.	6:42:13 AM	clerk has been dropped off
	6:23:01 AM Pollworker Dispatched: clerk dispatched		
Pct 7811	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	6:57:47 PM Provisional Envelopes: PP has less than 5 provisional envelopes. Fed has only 15 left	7:54:29 PM	FED and DJL has delivered PV envelopes. Voting continues.
	7:14:03 PM Driver Dispatched: Driver is on his way.		
	7:53:38 PM FED Contacted: FED has delivered PV envelopes. Voting continues.		
Pct 7813	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	10:24:06 PM Pickup Ballot (Data): very tired and frustrated and threatening to go if not picked up by 10:30	11:13:43 PM	Sheriff picked up
	10:37:42 PM FED Contacted: Fed is on her way. ETA 5 m		
Pct 7827	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	10:07:25 AM Edge Operations: Card got stuck in the activation machine. Fed reset the machine and got the card back. Inserted in the Judge machine to vote but the following message displayed: Election verifying, please wait. Please read tech.	11:16:59 AM	IT recyccycling power, issue resolved, voting resumed
	10:58:22 AM Technician Contacted: FT Juslin, ETA 10 min		
	11:08:36 AM < Other: See Comments >: FT on site, evaluating issue		
	11:15:55 AM Technician Contacted: FT recyccycling power, issue resolved, voting resumed		
Pct 7832	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	6:58:23 AM Dispatch Clerk: Insp reports he only has 1 clerk and is unable to reach the rest of his assigned staff. Also dispatch FED.	8:33:54 AM	clerk have been dropped off
	7:02:52 AM FED Contacted: FED dispatched. Eta 3 min.		
	7:30:20 AM FED Contacted: INSP needs clerks. Voting continues.		
	8:11:25 AM Pollworker Dispatched: 2 clerks dispatched		
Pct 7841	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	8:14:27 AM Dispatch Clerk: INSP has a disability and one of the Clerks has a disability. The other Clerks are new students. INSP needs an experienced Clerk to help out at the PP.	8:49:25 AM	clerk has been dropped off
	8:19:56 AM Pollworker Dispatched: exp. Clerk dispatched		
	2:37:05 PM Ballot Transfer: Insp reports insight near 700. Cannot find ballot transfer instructions. Dispatch FED to assist.	3:23:17 PM	transfer done by FED
	2:50:01 PM FED Contacted: Fed dispatched. ETA 10 MIN		
	3:23:01 PM FED Contacted: transfer done by FED		
	3:26:01 PM Insight Ballot Jan: There is piece of ballot jammed in the insight. FED cannot retrieve it. Please, see tech asap.	4:13:26 PM	IT remained onsite to ensure insight operational. Issue resolved. Voting continues.
	3:29:20 PM Technician Contacted: FT Tina dispatched. ETA 20 min due to school falling out.		
	3:48:10 PM < Other: See Comments >: FT onsite. Evaluating.		
	3:55:43 PM < Other: See Comments >: FT Fixed the jam. Voting continues		
	4:12:39 PM < Other: See Comments >: F-1 remained onsite to ensure insight operational. Issue resolved. Voting continues.		



Pet 7842	6:56:34 PM	Insight Ballot Jam: SEND TECH to assist, insight was jamming and now is down. INSP not willing to work through over phone.	8:14:40 PM	FT Tina was able to clear the insight and voting did continue until closing.
	7:12:26 PM	Technician Contacted: FT Tina on route eta 10minac		
	7:26:34 PM	Technician Contacted: FT Tina on site trying to clear out all debris, insight still jamed EC Tuan approved insight replacment. FT will call after replacment		
	8:12:01 PM	Technician Contacted: FT Tina was able to clear the insight and voting did continue until closing.		
	9:33:50 PM	Other: Dispatch FED to assist in closing procedures.	9:46:21 PM	fed is there. Closing continues.
Pet 7843	9:45:25 PM	FED Contacted: fed is there. Closing continues.		
	8:49:49 AM	Insight Ballot Jam: Insight machine is jammed and INSP can't find jammed ballot. Instructed to use AUX bin and continue voting.	10:03:21 AM	FT Henry replaced insight. Issue resolved. Voting continues.
	8:58:12 AM	Technician Contacted: FT Tina resolving issue at other polling place. FT Henry dispatched. ETA 15 min		
	9:17:21 AM	< Other: See Comments >: FT Henry onsite evaluating.		
	9:22:32 AM	< Other: See Comments >: FT Henry performed recommended trouble-shooting. PULL- BALLOT JAM message remained. EC Ruth approved insight replacment. FT to call with new insight info		
Pet 7844	9:31:39 AM	< Other: See Comments >: FT Henry replaced insight. Issue resolved. Voting continues.		
	10:02:26 AM	< Other: See Comments >: FT Henry replaced insight. Issue resolved. Voting continues.		
	5:32:35 AM	Not Open / Locked: INSP called FED. INSP says he can get in the lobby but not in the room where suplies are.	6:22:35 AM	DL confirms inside setting up
	5:36:02 AM	District Driver Contacted: DL contacted		
	5:45:21 AM	< Other: See Comments >: Insp has keys but the facility has locked a third door where the insp set up last night. Polling place owner will go by to unlock room.		
Pet 7847	6:05:43 AM	Driver Dispatched: DL prepared for emergency voting if needed		
	7:18:16 AM	Insight Operations:	8:03:52 AM	FT Tina replaced nonoperational insight. Problem resolved. Voting resumes.
	7:23:25 AM	Technician Contacted: FT Tina contacted. ETA 10 min.		
	7:34:38 AM	< Other: See Comments >: FT onsite. Evaluating.		
	7:50:04 AM	< Other: See Comments >: FT onsite evaluating.		
Pet 7848	7:51:03 AM	FED Contacted: fed dispatched. eta 10 min		
	7:56:16 AM	< Other: See Comments >: FT Tina onsite		
	8:02:30 AM	< Other: See Comments >: FT Tina replaced nonoperational insight. Problem resolved. Voting resumes.		
	5:59:40 PM	Provisional Envelopes: 10 PVE left. Talked to FED, he will deliver additional PVE plus voter registration cards.	6:02:05 PM	
	6:15:04 AM	Need Poll Signs: INSP reports PP is missing Voter Information Kiosk. Please deliver new one.	8:37:08 AM	Kiosk delivered
Pet 7849	7:14:48 AM	District Driver Contacted: DL dispatched		
	8:36:46 AM	< Other: See Comments >: Kiosk delivered		
	6:40:36 AM	Other Soft Supplies: PCT team has lost their 1 VOTED stickers. Send FED with more at earliest convenience.	7:18:51 AM	Insp found stickers.
	6:56:02 AM	FED Contacted: fed dispatched. ETA 20 MIN.		

Pet 7849	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
	7:12:10 AM Insight Operations: Send FED to help solve PRN2, not possible over the phone. Voting via aux bin until FED arrives. After issue is resolved, have FED and INSP insert aux bin ballots into tabulator. Voting continues.		8:10:28 AM FT Ricardo realigned paper on roller. Problem resolved. Voting resumes.	
	7:14:30 AM FED Contacted: fed dispatched. ETA 10 min.			
	7:31:07 AM FED Contacted: FED tried to solve it and can't. Please, send tec with replacement. Voting continues through aux bin.			
	7:45:28 AM Technician Contacted: FT Ricardo dispatched to support FT Tina who is evaluating incident in a different location. ETA 15 min			
Pet 7852	7:58:28 AM < Other: See Comments >: FT Ricardo realigned paper on roller. Problem resolved. Voting resumes.			
	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
	9:51:34 AM Dispatch Clerk: FED requests an exp clerk. The INSP is NEW and he is trying to do everything himself. FED thinks he is going to need help now and in closing.		1:29:07 PM clerk has been dropped off	
	9:54:22 AM Pollworker Dispatched: clerk dispatched.			
	7:34:10 PM Insight Operations: socket works. Not getting power to the machine.		8:14:44 PM FT, recycled power, issue resolved, Voting resumed	
Pet 7859	7:35:45 PM FED Contacted: It also says system is shutting down in 10 min			
	7:41:00 PM Technician Contacted: FT Richard. ETA 5 min			
	7:48:34 PM < Other: See Comments >: FT arrived on site, evaluating issue			
	8:13:40 PM Technician Contacted: FT, recycled power, issue resolved, Voting resumed			
	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
Pet 7863	6:31:33 AM Dispatch Clerk: INSP needs an adult clerk. He only has student now. INSP feels they can set up but need adult for the day.		7:44:24 AM clerk has been dropped off	
	7:04:59 AM Pollworker Dispatched: clerk dispatched.			
	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
	12:51:45 PM Insight Ballot Jam: INSP cannot clear ballot jam. Voting continues thru Aux Bin.		1:16:19 PM FT Ricardo reports that the ballot count is 706, and the full bin was causing jams. Issue has been resolved by unloading to a ballot bag, and voting continues.	
	1:00:44 PM Technician Contacted: FT Ricardo dispatched. ETA 5 min.			
Pet 7872	1:11:26 PM < Other: See Comments >: FT Ricardo reports that the ballot count is 706, and the full bin was causing jams. Issue has been resolved by unloading to a ballot bag, and voting continues.			
	12:33:36 PM Ballot Transfer: Insight is jamming. Tech has been requested separately. Send FED to assist with ballot transfer.		2:01:21 PM Transfer done by FED	
	12:58:25 PM FED Contacted: FED dispatched. ETA 5 MIN			
	2:00:55 PM FED Contacted: Transfer done by FED			
	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
Pet 7873	6:33:25 AM Need Table, Chairs, Booths: Replace accessible voting booth. It's missing bottom half of leg.		7:33:04 AM Driver deliver legs	
	7:21:03 AM Driver Dispatched: Driver Dispatched to deliver voting booth legs			
	7:32:42 AM < Other: See Comments >: Driver deliver legs			
	Init. Call Time Problem Comments		Time Resolved Resolution Comment	
	2:48:44 PM Other Polling Place Issues: FED says house next door had a sewage spill going over the sidewalk in front of the PP. Right now, it is ok, but they are worried it may get worse once the plumber arrives.		3:22:58 PM DL confirmed resolved - sec comments	
	2:51:13 PM District Driver Contacted: DL dispatched to assess the situation and report back			
	3:17:30 PM District Driver Contacted: DL reports that the Insp was wonderful and got bleach, water and a broom from the neighbor and cleaned the sidewalk in front of the polling place. Everything is fine now, DL believes the flooding was caused by water overuse - shower and laundry			



Pet 7874	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	8:14:02 AM Provisional Envelopes: INSP called - 10 PVE left, reviewed procedures, send FED with additional supplies.	8:50:03 AM	FED DROPPED off PV
	8:17:36 AM FED Contacted: fed dispatched. ETA 15 min. 8:50:00 AM FED Contacted: FED DROPPED off PV		
Pet 7901	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	8:15:36 AM Electioneering / Observers: Observers from Asian Law Caucus are visiting PP. No issues.	8:29:52 AM	
Pet 7902	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	3:06:18 PM Provisional Envelopes: Please send PVs. PP currently has 9.	3:53:59 PM	FED delivered PV envelopes. Voting continues.
	3:11:46 PM FED Contacted: FED is on the way ETA 5 mins. 3:53:28 PM FED Contacted: FED delivered PV envelopes. Voting continues.		
Pet 7904	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	3:41:57 PM Provisional Envelopes: INSP - 12 PVE left - send FED with supplies	4:33:39 PM	FED delivered pV envelopes. Voting continues.
	3:56:16 PM FED Contacted: FED is on the way ETA 5 min.		
	4:33:04 PM FED Contacted: FED delivered pV envelopes. Voting continues.		
	6:43:08 PM Provisional Envelopes: Only 10 provisional envelopes remaining. 6:47:25 PM FED Contacted: FED contacted and will go there shortly. ETA 15 min 7:06:08 PM FED Contacted: FED delivered PV envelopes. Voting continues.	7:06:24 PM	FED delivered PV envelopes. Voting continues.
Pet 7905	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	9:01:00 AM Provisional Envelopes: INSP reports running low on Provisional Envelopes. Please deliver more Provisional Envelopes to the PP. Also needs more Yellow Seals. One of the Seals broke while being put on the Edge machine.	9:52:00 AM	FED dropped a batch of PV envelopes. Voting continues.
	9:09:11 AM FED Contacted: fed is on her way. ETA 10min. 9:51:30 AM FED Contacted: FED dropped a batch of PV envelopes. Voting continues.		
Pet 7907	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	6:03:16 PM Other Soft Supplies: Pet needs additional "I Voted" stickers. Only a few remain.	6:17:57 PM	FED delivered stickers. Voting continues.
	6:08:47 PM FED Contacted: FED is on the way. ETA 10 mins 6:17:32 PM FED Contacted: FED delivered stickers. Voting continues.		
Pet 7912	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	8:31:12 AM Edge Operations: During FT routine visits, FT Henry noticed Edge Screen message, "real time batteries need to be replaced"	11:59:27 AM	Replacement Edge delivered
	8:55:09 AM < Other. See Comments >: FT Henry was making routine rounds and noticed screen message. FT powered Off and On, issue continued. FT spoke with FT Tuan to support additional troubleshooting-FT Tuan recommended Edge replacement. Edge needs to be replaced by Computer Room		
	9:11:05 AM Computer Room: Prelat started		
	10:09:54 AM Computer Room: Requested Replacement Machine is ready to pick up at computer room.		

Pet 7916	2:14:01 PM	Insight Operations: Insight has started to make a different sound when it accepts ballots. Tabulator is fully operational with the exception of this sound issue. Dispatch Tech to assess issue. Voting is continuing uninterrupted.	3:04:03 PM	FT performed troubleshooting and detected no issues. Voting continues.
	2:17:57 PM	Technician Contacted: FT Henry dispatched. ETA 15 min		
	3:01:37 PM	< Other: See Comments > FT performed troubleshooting and detected no issues. Voting continues.		
Pet 7922	2:12:49 PM	Ballot Transfer: Insp ready to do first ballot transfer. Authorization given. Dispatch FED to assist and review.	2:59:39 PM	Ballot transfer complete. Voting continues.
	2:21:59 PM	FED Contacted: FED on the way. ETA 10 mins.		
	6:18:55 PM	Insight Ballot Jam: Ballot is stuck in machine	7:48:15 PM	replaced insight
Pet 7923	6:34:29 PM	Technician Contacted: FT Henry dispatched. ETA 15 mi		
	6:49:04 PM	< Other: See Comments > FT onsite evaluating.		
	7:09:08 PM	< Other: See Comments > Ballot jam, error message reads "PULL." FT Henry performed troubleshooting protocol. Ballot still stuck. EC Tuan approved replacement. FT will remain to ensure operational.		
Pet 7924	7:45:27 PM	Technician Contacted: FT Henry remain to see that insight was working correctly, voting continues		
	1:53:55 PM	Dispatch Clerk: Please dispatch an exp clerk to this PP for closing. New inspector, adult clerk with a disability, and 3 students who will leave at 9 pm.	2:45:27 PM	clerk has been dropped off
	2:43:29 PM	Pollworker Dispatched: Clerk dispatched.		
Pet 7925	5:17:14 PM	Other Soft Supplies: If possible, not urgent, insp would love more "I voted" stickers	6:11:45 PM	
	5:21:57 PM	FED Contacted: FED is on the way. ETA 15 mins.		
	8:01:44 AM	Dispatch Clerk: INSP is requesting a 4th clerk. PP will be very busy.	8:49:58 AM	clerk has been dropped off
Pet 7927	8:17:59 AM	Pollworker Dispatched: clerk dispatched.		
	3:54:29 PM	Insight Ballot Jam: Ballot may have jammed inside Insight. Not visible in front or underneath.	4:29:26 PM	FT Henry On site cleared out any debris, power cycle the insight, and now accepting ballots. Voting continues
	4:05:12 PM	Technician Contacted: FT Henry on route eta 20 min		
Pet 7928	4:23:26 PM	Technician Contacted: FT Henry On site cleared out any debris, power cycle the insight, and now accepting ballots. Voting continues		
	7:29:29 AM	Insight Operations: Insight not accepting over ride. When using #3 key still will not accept ballots, especially RCY. Asking voter to remake ballots.	8:32:36 AM	Issue resolved by PW team.
	7:46:48 AM	FED Contacted: FED on the way. ETA 10 mins.		
	8:22:53 AM	< Other: See Comments > FT Henry trouble-shooting issue el other polling place. Please inform Dominion if FED unable to resolve		
	8:33:05 AM	< Other: See Comments > FT Henry on the way. ETA 15 min		
	8:50:56 AM	< Other: See Comments > FT Henry onsite. FED resolved. Voting continues.		



Pct 7932	7:36:49 AM	Other Soft Supplies; Need Write in candidate list.	8:19:43 AM	
	7:47:09 AM	FED Contacted: FED on the way ETA 10 mins.		
	8:19:27 AM	FED Contacted: FED has dropped off write in list. Voting continues.		
Pct 7936	Init. Call Time Problem Comments		Time Resolved	Resolution Comment
	8:49:12 AM	Other Soft Supplies: INSP needs Write in list - checked bag and folder.	10:23:07 AM	Drop has been made. Voting continues.
	8:54:17 AM	FED Contacted: FED will drop off write in list. ETA 10 mins.		
Pct 7937	Init. Call Time Problem Comments		Time Resolved	Resolution Comment
	12:08:07 PM	Insight Ballot Jam: Insight Ballot Jam--LED Message, PULL	12:19:57 PM	During regular rounds, FT Ricardo noticed Insight error message: "PULL-Ballot Jam while attempting to return voter ballot." FT performed troubleshooting protocol. EC Tuan approved machine replacement. Issue resolved. Voting continues.
	12:10:10 PM	< Other: See Comments >: Redirect to Field Technician--this issue has been resolved		
Pct 7938	Init. Call Time Problem Comments		Time Resolved	Resolution Comment
	7:00:08 AM	Insight Operations: During the opening of polls, insight message read, "invalid pack--call technician, suggest RAM diagnostic"	7:08:42 AM	FT Ricardo was onsite during routine rounds. FT unplugged and replugged insight to resolve. Issue resolved. Voting continues.
	7:06:01 AM	< Other: See Comments >: FT Ricardo was onsite during routine rounds. FT unplugged and replugged insight to resolve. Issue resolved. Voting continues.		
Pct 7939	Init. Call Time Problem Comments		Time Resolved	Resolution Comment
	7:10:00 AM	Need Table, Chairs, Booths: INSP reports one voting booth light broken, eord checked, probably the bulb.	7:33:52 AM	Driver fixed voting booth light
	7:32:18 AM	Driver Dispatched: Driver Dispatched		
Pct 7939	Init. Call Time Problem Comments		Time Resolved	Resolution Comment
	7:33:32 AM	< Other: See Comments >: Driver fixed voting booth light		
	12:46:39 PM	Provisional Envelopes: pw are redirecting but many voters prefer to vote pv, down to 10 envelopes	1:58:14 PM	FED has dropped off PV envelopes. Voting continues.
Pct 7939	Init. Call Time Problem Comments		Time Resolved	Resolution Comment
	1:04:53 PM	FED Contacted: FED is on the way. ETA 5 mins.		
	1:58:10 PM	FED Contacted:		
Pct 7939	Init. Call Time Problem Comments		Time Resolved	Resolution Comment
	3:04:17 PM	Ballot Transfer: Insp needs assistance with ballot transfer. Cannot locate instructions. Dispatch FED.	3:27:56 PM	INSP & Clerk have done ballot transfer. Voting continues.
	3:09:18 PM	FED Contacted: FED will contact INSP to walk him through transfer. If INSP cannot do it over the phone, FED will stop by.		
Pct 7939	Init. Call Time Problem Comments		Time Resolved	Resolution Comment
	3:27:31 PM	FED Contacted: INSP & Clerk have done ballot transfer. Voting continues.		
	7:25:39 AM	Insight Operations: Send TECH - memory pack issues; Have TECH contact FED when resolved to assist - voting continues through AUX Bin.	7:51:59 AM	FT Fixed memory pack door ajar, Issue resolved, Voting resumed
Pct 7939	Init. Call Time Problem Comments		Time Resolved	Resolution Comment
	7:31:59 AM	Technician Contacted: FT Mike, ETA 10 min		
	7:50:01 AM	Technician Contacted: FT Fixed memory pack door ajar, Issue resolved, Voting resumed		
Pct 7939	Init. Call Time Problem Comments		Time Resolved	Resolution Comment
	1:50:05 PM	Provisional Envelopes: Send more PVs	3:27:04 PM	PV envelopes have been dropped off. Voting continues.
	2:21:22 PM	FED Contacted: FED on the way. ETA 5 mins		
Pct 7939	Init. Call Time Problem Comments		Time Resolved	Resolution Comment
	3:15:28 PM	FED Contacted: spoke to Insp - still have envelopes- FED will be at the site in 5 min		
	1:50:34 PM	Ballot Transfer: Talked INSP through ballot transfer.	1:50:59 PM	Talked INSP through ballot transfer.



Pet 7942	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	8:37:50 AM Pollworker Issue: 2 visitors from Asian Law Caucus.	8:38:23 AM	
Pet 7943	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	1:12:32 PM Ballot Transfer: Talked the INSP through the ballot transfer.	1:14:30 PM	Talked the INSP through the ballot transfer.
	4:22:36 PM Ballot Transfer: Insight reading 1,041 ballots cast. Is now jamming due to capacity. Insp will perform 2nd ballot transfer & alert FED.	4:23:26 PM	
Pet 7944	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	9:53:49 AM Pollworker Issue: Candidate said PWs do not have a write-in list and do not know what it is.	11:36:49 AM	FED has dropped off write in list. Voting continues.
	10:06:09 AM FED Contacted: FED on the way to make the drop. ETA 10 mins.		
	11:36:26 AM FED Contacted: FED has dropped off write in list. Voting continues.		
	12:27:47 PM Provisional Envelopes: INSP reports they are almost out of PVE. Are offering re-direction but voters just want to vote provisionally.	2:13:00 PM	FED dropped off pvs
	1:05:15 PM FED Contacted: FED on the way. ETA 5 mins		
Pet 7945	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	6:32:40 AM Dispatch Bilingual: Student clerk listed as spanish bilingual is on site but does not speak spanish.	8:38:10 AM	clerk k has been dropped off
	8:07:45 AM Pollworker Dispatched: Sp bilingual clerk dispatched.		
Pet 7951	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	5:45:48 AM Dispatch Bilingual: FED reported that the Spanish speaking clerk moved away. Please dispatch Spanish speaking clerk.	8:22:39 AM	clerk has been dropped off
	8:00:23 AM Pollworker Dispatched: Sp bilingual clerk dispatched.		
Pet 7953	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	1:14:49 PM Provisional Envelopes: 14 remaining, requests additional. Many VBM voters with no ballot coming: are offering redirection to out-of-precinct voters.	1:19:44 PM	FED will delivery. Voting continues.
	1:16:27 PM FED Contacted: Called FED, requested delivery.		
	5:53:45 PM Ballot Transfer: INSP requests FED help for transfer.	6:15:23 PM	Ballot transfer complete. Voting continues.
	6:05:59 PM FED Contacted: FED is at site. Will call back once transfer is complete.		
	6:13:43 PM FED Contacted: Ballot transfer complete. Voting continues.		
Pet 7955	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	6:40:14 AM Insight Operations: Insight machine printed out morning report, but has no red LED light at all.	7:03:47 AM	reseated power cord. Issues resolved. Voting resumed
	6:45:56 AM Technician Contacted: FT Mike Hicks, ETA 2 mins.		
	7:01:39 AM < Other: See Comments >: Onsite. Evaluating		
	7:01:55 AM Technician Contacted: reseated power cord. Issues resolved. Voting resumed		
	7:21:18 AM Pollworker Issue: INSP wants FED to come check all voting machines and observe PP activities. He and the PW are new and he needs reassurance they are doing everything properly.	7:53:05 AM	FED has stopped by. Voting procedures are being followed. Voting continues.
	7:24:37 AM FED Contacted: FED is on the way. ETA 10 mins.		
	7:51:53 AM FED Contacted: FED checked		

Pet 7956	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	7:41:08 AM	Insight Operations: Voting through aux bin now.	8:14:58 AM	FT, recycled power, issue resolved, voting resumed
	7:55:05 AM	Technician Contacted: FT Mike, ETA 5 mins		
	8:10:20 AM	Technician Contacted: arrived on site. Evaluating issue		
	8:11:47 AM	Technician Contacted: FT, recycled power, issue resolved, voting resumed		
	4:12:30 PM	Provisional Envelopes: Please drop off provisional envelopes ASAP.	4:36:05 PM	pvs are delivered
	4:15:00 PM	FED Contacted: fed is on her way to deliver pvs, eta 5 min		
	4:18:12 PM	Pollworker Dispatched: INSP says PP has about 11 PVs left. FED will drop off additional PVs.		
Pet 9101	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	10:03:58 AM	Edge Card Activator Operations: Edge Card Activator not working. FED tried to fix problem but couldn't.	11:37:07 AM	Comments FT Thomas verified that the card was activated for audio and that the connection for the audio unit was correctly inserted. Teste with replacement unit, which worked. OK to exchange per EC Mike.
	10:08:38 AM	Technician Contacted: FT Thomas contacted. ETA 15 min.		
	10:38:40 AM	< Other: See Comments >: FT Thomas arrived and is assessing equipment.		
	11:35:36 AM	< Other: See Comments >: FT Thomas verified that the card was activated for audio and that the connection for the audio unit was correctly inserted. Tested with spare audio replacement unit, which worked. Audio replacement approved by EC Mike.		
	3:02:23 PM	Pollworker Issue: PWs are either slow at posting index or not posting at all.	3:31:21 PM	FED went to precinct and said one older voter was being disturbed by people reading index loudly. She asked them to quiet down.
	3:13:10 PM	FED Contacted: Talked to inspector who said that the people reading the outside index are being very noisy reading the index to each other disturbing the polling place. FED on way to assess problem.		
	3:28:57 PM	FED Contacted: FED went to precinct and said one older voter was being disturbed by people reading index loudly. She asked them to quiet down.		
	5:02:42 PM	Electioneering / Observers: Eric Mar was in PP and outside with cameras - told he was electioneering and said he wasn't in the 100ft. Area.	5:31:24 PM	FED went to precinct and Eric Mar was gone. PWs told him he had to move to 100 ft area before FED got there.
	5:16:37 PM	Campaign Contacted:		
	5:28:13 PM	FED Contacted: FED went to precinct and Eric Mar was gone. PWs told him he had to move to 100 ft area before FED got there.		
Pet 9102	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	8:06:26 AM	Other Soft Supplies: Need additional tape and power strip. Only one outlet.	8:48:46 AM	
	8:10:32 AM	FED Contacted: FED will go to precinct in 10 minutes.		
	8:47:58 AM	FED Contacted: FED delivered tape and power strip.		
	8:16:44 AM	Electioneering / Observers: David Lee staff electioneering, say they were told 70 feet instead of 100, and another 25 feet out. INSP asked to move. Please have campaign review with their in field volunteers.	9:14:03 AM	FED is letting the el tectioneerers known that, since they aren't from the David Lee camp they must leave. They moved across the street.
	8:36:51 AM	Campaign Contacted: David Lee camp said the electioneers are from an Indep Expenditure group & not from the official campaign.		
	9:02:21 AM	FED Contacted: FED is letting the el tectioneerers known that, since they aren't from the David Lee camp they must leave. They moved across the street.		
	8:22:37 AM	Electioneering / Observers: David Lee camp electioneering with signs outside of PP within 100'	9:15:42 AM	FED is telling them that they have to leave because they are not part of the official David Lee camp. They moved across the street.
	8:30:45 AM	< Other: See Comments >: Group is not part of official David Lee camp. They are Independent Expenditure Committee (I.E.). Please send FED to investigate.		
	8:56:49 AM	FED Contacted: FED is telling them that they have to leave because they are not part of the official David Lee camp. They moved across the street.		
	8:57:14 AM	Campaign Contacted:		



Pet 9104	9:57:40 AM	Other Soft Supplies: INSP having trouble powering everything, thinks she needs extension cords. Send FED to assess.	10:53:54 AM	FED dropped off electrical cord.
	10:08:09 AM	FED Contacted: FED will go to precinct to bring electrical cord.		
	10:53:23 AM	FED Contacted: FED dropped off electrical cord.		
	1:54:57 PM	Provisional Envelopes: Have 5 left.	2:28:20 PM	Dropped pv envelopes off.
	2:07:20 PM	FED Contacted: FED is on his way. ETA 5 min		
Pet 9106	2:23:28 PM	FED Contacted: Dropped pv envelopes off.		
	8:09:44 AM	Electioneering / Observers: INSP called to inform that 2 researcher/observers from UC Davis are present. Voting is continuing without any issues. No action necessary.	8:29:35 AM	INSP called to inform that 2 researcher/observers from UC Davis are present. Voting is continuing without any issues. No action necessary.
	12:10:18 PM	Electioneering / Observers: Voter reports a man with DAVID LEE clip board and shirt standing a few feet away from booth and polling place. Believes the person is electioneering. Voter wants to make sure this isn't widespread.	2:30:07 PM	Comments FED went there and saw no one electioneering.
	12:29:26 PM	Campaign Contacted: David Lee campaign aware of electioneering rules and removed shirt and covered clipboard.		
	1:18:08 PM	< Other: See Comments >: Fed to follow up and confirm		
Pet 9108	2:19:49 PM	FED Contacted: FED on way over to check on electioneering situation.		
	2:29:30 PM	FED Contacted: FED went there and saw no one electioneering.		
	5:52:42 PM	Provisional Envelopes: Insp needs provisional envelopes - down to 5 and many voters have been requesting/requiring them. Dispatch FED immediately.	6:05:37 PM	
	5:54:54 PM	FED Contacted: FED is on his way. ETA 5 min		
	2:26:12 PM	Edge PV audio voter: Voter there now waiting. Audio not working.		
Pet 9109	2:34:03 PM	Technician Contacted: FT Luis dispatched. ETA 15 min.		
	2:54:01 PM	< Other: See Comments >: FT Luis arrived and assessed equipment. EDGE was up and running before FT arrived. FT observed EDGE being fully functional. Issue Resolved. Voting Continues.	2:58:19 PM	FT Luis arrived and assessed equipment. EDGE was up and running before FT arrived. FT observed EDGE being fully functional. Issue Resolved. Voting Continues.
	9:43:33 PM	Other Polling Place Issues: INSP says PP is threatening to close in two minutes, please contact ASAP.	10:12:00 PM	dl helping to close up
	9:50:04 PM	Driver Dispatched: DL driver sent to keep location open until Deputy arrives		
	10:11:32 PM	< Other: See Comments >: dl helping to close up		
Pet 9112	12:59:26 PM	Dispatch Clerk: lost one student, would like assistance for break coverage		
	1:12:48 PM	Pollworker Dispatched: clerk dispatch	1:36:26 PM	clerk has been dropped off

Pct	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
Pct 9114	9:08:52 AM	Other Soft Supplies: Need Yellow "reminder to provisional voters" tent card. Please send FED with replacement.	10:58:10 AM	FED said Inspector found his yellow tent card.
	9:19:55 AM	FED Contacted: FED is on his way to precinct to bring tent card.		
	10:57:43 AM	FED Contacted: FED said Inspector found his yellow tent card.		
	9:32:35 PM	Need Lights: INSP says lights went off. Janitor there but doesn't know what to do.	9:49:30 PM	DL reports lights on
	9:38:36 PM	Driver Dispatched: Driver Dispatched		
	9:42:20 PM	< Other: See Comments >: Sean Martin knows where the panel is located - DL will call him upon arrival.		
	9:48:55 PM	< Other: See Comments >: DL reports lights on		
Pct	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	11:39:53 AM	Provisional Envelopes: PP low on Provisional Envelopes. Please send additional Provisional Envelopes immediately.	12:15:09 PM	FED dropped off provisional ballots.
	12:07:11 PM	FED Contacted: LM for FED to take over provisional envelopes.		
	12:09:29 PM	FED Contacted: fed is on his way. Eta 15min		
	12:13:07 PM	FED Contacted: FED dropped off provisional ballots.		
	12:20:00 PM	Other Polling Place Issues: PP needs additional cords and assistance with placement of equipment.	12:45:55 PM	DL Confirmed he taped down the cords
	12:22:27 PM	District Driver Contacted: DL dispatched		
	7:09:42 PM	Electioneering / Observers: Campaigners with Eric mar signs seem to be within 100' of PP offering DEM slate.	7:32:24 PM	Campaigners were not aware that there was a polling place nearby.
	7:11:07 PM	Campaign Contacted: Please have Fed follow up		
	7:18:12 PM	FED Contacted: FED on way to pp. ETA 10 min		
Pct	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
Pct 9117	6:58:06 AM	Dispatch Clerk: New Inspector needs another clerk.	7:45:19 AM	clerk has been dropped off
	7:18:27 AM	Pollworker Dispatched: clerk dispatched.		
Pct	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
Pct 9121	10:00:42 AM	Other Polling Place Issues: Monitor reports ramp to polling place is not accessible, PCT services reports extra pw is stationed according to instructions and gate is open.	10:13:51 AM	PCT services reports extra pw is stationed according to instructions and gate is open.
	10:18:43 AM	Pollworker Contacted: PW station at the gate to open gate for voters.		
Pct	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
Pct 9122	6:48:22 AM	Dispatch Clerk: INSP reports Clerk Kenneth Leung did not call or show up. Called clerk multiple times with no response. PP only has 2 clerks. Please dispatch additional clerk to PP immediately.	7:24:25 AM	clerk has been dropped off
	6:54:39 AM	Pollworker Dispatched: clerk dispatched.		
	7:29:26 PM	Other Polling Place Issues: Fire alarm going off.	7:47:09 PM	DL confirms - false alarm - Fire Dept just left the school
	7:34:35 PM	District Driver Contacted: DL dispatched		
	7:35:14 PM	< Other: See Comments >: Shelley is calling the SFUSD Security		

Pet 9123	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	11:02:54 AM	Edge Card Activator Operations: Need a new card activator machine. FED is there and cannot get it to work either.	11:25:34 AM	FT Luis discerned that the power switch was immovable and the unit could not be powered up. Ok per EC Ruth to replace.
	11:07:43 AM	Technician Contacted: FT Luis contacted. ETA 10 min.		
	11:20:33 AM	< Other: See Comments >: FT Luis arrived and assessed equipment.		
	11:24:06 AM	Technician Contacted: FT Luis discerned that the power switch was immovable and the unit could not be powered up. Ok per EC Ruth to replace.		
Pet 9125	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	6:24:26 AM	Other Polling Place Issues: Insp requests FED to assist in polling place set-up.	8:23:22 AM	FED assisted in set up.
	6:48:06 AM	FED Contacted: Requested FED to go to pp to assist Inspector.		
	8:23:30 AM	FED Contacted: FED assisted in set up.		
	9:41:29 PM	Follow-Up: INSP having trouble closing, send FED to help troubleshoot.	10:33:45 PM	FED helping inspector at pp.
Pet 9126	9:47:10 PM	FED Contacted: FED will go over to pct. 9125 as soon as he finishes with the pp where he is now. ETA 10 min.		
	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
Pet 9127	2:03:01 PM	Ballot Transfer: Talked INSP through ballot transfer procedures.	2:03:25 PM	Talked INSP through ballot transfer procedures.
	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	7:45:46 AM	Need Lights: One of the lights is burned out.	8:32:38 AM	DL reports he replaced broken bulb
Pet 9128	8:03:58 AM	Driver Dispatched: Driver Dispatched to address lighting issue		
	8:32:12 AM	< Other: See Comments >: DL reports he replaced broken bulb		
	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
Pet 9129	4:26:08 PM	Pollworker issue: PW's forcing voters to show I.D. to vote	4:47:16 PM	Talked to Inspector. He's very experienced. He said no such thing is going on. One voter came in and asked pw if she had to show id and they said no.
	4:45:31 PM	No Action Need: Talked to Inspector. He's very experienced. He said no such thing is going on. One voter came in and asked pw if she had to show id and they said no.		
	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
Pet 9131	6:01:54 AM	Not Open / Locked: Building locked. FED there to help Inspector set up for Emergency voting.	6:42:05 AM	FED confirms location open
	6:15:19 AM	FED Contacted: FED there to assist emergency voting.		
	6:41:45 AM	< Other: See Comments >: FED confirms location open		
Pet 9132	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	7:25:36 AM	Dispatch Clerk:	7:51:16 AM	clerk has been dropped off
	7:28:28 AM	Pollworker Dispatched: clerk dispatched.		
	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	7:30:00 AM	Dispatch Inspector: FED suggests sending another experienced inspector to precinct to help new inspector. He is nervous and not doing well.	8:01:31 AM	insp has been dropped off
	7:34:31 AM	Pollworker Dispatched: inspector dispatched.		
	8:16:18 AM	Pollworker issue: Monitor reports bilingual pw was not wearing nametag, and INSP needed assistance with pv voting. INSP confirms that nametags were located and pw reviewed procedures for pv voting.	8:21:12 AM	INSP confirms that nametags were located and pw reviewed procedures for pv voting.



Pct 9134	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	9:45:31 AM Dispatch Clerk:	10:08:19 AM	clerk has been dropped off
	9:46:40 AM Pollworker Dispatched: clerk dispatched.		
	12:39:39 PM Insight Operations: INSP says that ballots will not feed into machine, does not see any error message, therefore I was not able to help very much over the phone, please send FED to assist Voting continues via aux bin.	2:38:49 PM	FT Craig arrived and found that the issue was resolved previously. Insight was in the path of sunlight which caused the issue. Insight was moved away from the light source. Issue resolved. Voting Continues.
	1:04:07 PM FED Contacted: Will go to precinct asap. Eta 7 min.		
	2:23:14 PM Technician Contacted: FT Craig dispatched. ETA 15 min.		
	2:36:32 PM < Other: See Comments >: FT Craig arrived and found that the issue was resolved previously. Insight was in the path of sunlight which caused the issue. Insight was moved away from the light source. Issue resolved. Voting Continues.		
Pct 9135	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	12:04:51 PM Pollworker Issue: Monitor reports placement of Edge was an issue but was fixed. FED confirms Edge was moved away from window and also machine is operational.	12:07:23 PM	Monitor reports placement of Edge was an issue but was fixed. FED confirms Edge was moved away from window and also machine is operational.
	5:08:36 PM Ballot Transfer: INSP requests FED to help with transfer.	5:23:13 PM	Transfer complete.
	5:11:59 PM FED Contacted: FED on her way over. ETA 5 min.		
Pct 9141	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	9:57:10 AM Insight Operations: FED - insight keeps jamming - SEND TECH to replace machine - voting continues AU X BIN.	11:04:28 AM	FT Luis adjusted Insight positioning on top of bin. Insight was mis-aligned. Issue Resolved. Voting Continues.
	10:25:10 AM Pollworker Contacted: need tech ASAP, Aux bag is full, advsd to put Aux ballots in bag 3, seal it and put into blue box and seal		
	10:31:08 AM Technician Contacted: FT Luis Contacted. ETA 15 min.		
	11:01:41 AM < Other: See Comments >: FT Luis arrived and assessed equipment.		
	11:02:51 AM < Other: See Comments >: FT Luis adjusted Insight positioning on top of bin. Insight was mis-aligned. Issue Resolved. Voting Continues.		
Pct 9142	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	10:23:41 AM Provisional Envelopes: INSP has 15 provisional envelopes left. Voters Dispatch FED to bring additional PVs.	10:52:51 AM	FED dropped off pv envelopes.
	10:27:59 AM FED Contacted: FED is on his way. ETA 10 min.		
	10:52:09 AM FED Contacted: FED dropped off pv envelopes.		
	1:20:29 PM Pollworker Issue: PWs are not updating index and posting index.	2:17:33 PM	Inspector said they are really busy and have been trying to stay on top of updating index.
	2:16:50 PM FED Contacted: inspector said they are really busy and have been trying to stay on top of updating index.		
	4:31:30 PM Provisional Envelopes: Only 10 provisional envelopes remaining.	4:42:05 PM	Inspector delivered pv envelopes.
	4:39:59 PM FED Contacted: FED will be there in 2 minutes and will give them more pv envelopes.		
Pct 9143	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	11:09:14 PM Other: Waiting for pickup!		
Pct 9144	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	7:10:45 AM Dispatch Clerk:	7:46:35 AM	clerk has been dropped off
	7:22:31 AM Pollworker Dispatched: clerk dispatched.		

	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
Pct 9145	7:25:49 AM	Edge Operations: Edge gave low battery message and then shut down. It is plugged in to a functional outlet. Send Tech to assess machine.	8:26:38 AM	FT Craig reports no power to the outlet where the EDGE was plugged. FT assisted with finding another outlet. Issue Resolved. Voting Continues.
	7:31:53 AM	Technician Contacted: FT Craig contacted. ETA 15 min.		
	7:56:32 AM	< Other: See Comments >: FT Craig has arrived and is assessing equipment.		
	8:25:24 AM	< Other: See Comments >: FT Craig reports no power to the outlet where the EDGE was plugged. FT assisted with finding another outlet. Issue Resolved. Voting Continues.		
	2:48:32 PM	Ballot Transfer: Insight reads 750 ballots east. Authorization for transfer given. Dispatch FED to assist.	3:54:00 PM	Transfer done.
Pct 9147	2:56:07 PM	Equipment Dispatched: Machine picked up end on it's way to polling place.		
	2:57:50 PM	FED Contacted: FED on way to assist with ballot transfer.		
Pct 9149	11:34:33 AM	Pollworker Issue: Asian Law Caucus came up by, asked some questions.	11:35:58 AM	
	5:17:49 PM	Pollworker Issue: Index is not being posted	5:27:36 PM	Spoke with inspector and she said index is updated and posted outside.
Pct 9201	5:26:06 PM	No Action Need: Spoke with inspector and she said index is updated and posted outside.		
	7:34:15 AM	Dispatch Clerk: wyndell williams no sho. Pls send clerk, very busy	8:22:20 AM	clerk has been dropped off
	7:46:28 AM	Pollworker Dispatched: clerk dispatched.		
	10:26:50 AM	Dispatch Clerk: FED requested an additional clerk. High turnout and they need one more.	10:54:03 AM	clerk has been dropped off
	10:29:08 AM	Pollworker Dispatched: clerk dispatched.		
Pct 9203	8:02:44 AM	Provisional Envelopes: INSP is requesting more PV envelopes. Says they are checking all sections of the Roster.	9:00:47 AM	Delivered PV envelopes.
	8:12:29 AM	FED Contacted: FED is on her way. ETA 5 min.		
	9:00:30 AM	FED Contacted: Delivered PV envelopes.		
Pct 9208	8:52:32 AM	Edge Seals: Results Cartridge door - Yellow Seal is Broken; FED - INSP broke seal - per Director, replace seal.	9:02:23 AM	FED currently replacing seal. Voting continues.
	8:56:50 AM	< Other: See Comments >: Please contact FED who has seals and can provide to Precinct Inspector		
	9:01:27 AM	FED Contacted: FED currently replacing seal. Voting continues.		
	4:15:01 PM	Insight Operations: During FT rounds, Pet Inspector informed FT Ricardo that insight was not accepting all ballots. LED message read, "Defective ballot", pressing override button did not work. Tape read, "start bar gap"	4:48:53 PM	PCT 9512--During FT rounds, FT noticed Insight not accepting all ballots. LED message: "Defective Ballot," tape error message read "Start Bar Gap." After troubleshooting, EC Tuan approved replacement. Issue resolved. Voting continues.
	4:41:27 PM	< Other: See Comments >: This incident information applies to PCT 9512 not PCT 9208--Data Entry error.		
	4:42:30 PM	< Other: See Comments >: PCT 9512--During FT rounds, FT noticed Insight not accepting all ballots. LED message: "Defective Ballot," tape error message read "Start Bar Gap." After troubleshooting, EC Tuan approved replacement. Issue resolved. Voting continues.		
	4:37:55 PM	Dispatch Inspector: Dispatch exp insp to assist with closing.	5:09:15 PM	insp has been dropped off
	4:55:00 PM	Pollworker Dispatched: Inspector dispatched.		



Pet 9217	6:47:57 PM	Dispatch Inspector: Replacement INSP taken to wrong polling place. Finally arrived approx 6:30pm	6:47:42 PM	
	Init.	Call Time	Problem Comments	Time Resolved
				Resolution Comment
Pet 9218	7:47:34 AM	Dispatch Clerk: INSP request another clerk to staff outside gate and elevator. Voting going fine.	8:11:36 AM	clerk has been dropped off
	7:53:53 AM	Pollworker Dispatched: clerk dispatched.		
	Init.	Call Time	Problem Comments	Time Resolved
Pet 9219	7:53:00 AM	Dispatch Clerk: Precinct is short staffed. Only have 1 clerk and 1 student. Please dispatch an additional clerk. Line for voting is very long.	8:47:55 AM	clerk has been dropped off
	8:17:14 AM	Pollworker Dispatched: clerk dispatched.		
	9:09:21 AM	Pollworker Issue: Inspector requests immediate additional assistance. SPPD officer unresponsive. FED dispatched.	10:36:13 AM	DL Jonathan confirms that both tenants will be given PPO stipend and he will stay at site until Deputy shows up.
Pet 9220	9:23:44 AM	FED Contacted: FED is currently at precinct but may require additional assistance.		
	9:44:04 AM	< Other: See Comments >: police has been dispatched.		
	9:48:22 AM	District Driver Contacted: DL dispatched to try to keep polling place open or to relocate if needed		
Pet 9221	10:34:06 AM	District Driver Contacted: DL Jonathan confirms that the tenant will accept stipend for use of his half of the garage		
	Init.	Call Time	Problem Comments	Time Resolved
				Resolution Comment
Pet 9222	6:13:38 AM	Other Polling Place Issues: INSP reports the polling place is not accessible. There are steps, no ramp. He would like to know if we have a solution, if there is another entrance that should be used for accessibility. Please contact him.	7:01:26 AM	
	6:58:59 AM	< Other: See Comments >: Polling Place is accessible - Precinct Services contacted inspector to explain where the accessible entrance is and how to direct voters. Also, explaining how to mitigate threshold with mat provided.		
	Init.	Call Time	Problem Comments	Time Resolved
Pet 9223	7:50:26 AM	Edge Operations: Insp says Edge screen shows msg that power is low and will shut down. He says he checked and it is getting power from outlet. Advd to turn power off unless they hv edge voter, will send tech asap	8:11:55 AM	FT Alika arrived and has assessed equipment. FT reports that the power strip was not turned on. Issue Resolved. Voting Continues.
	7:54:28 AM	Technician Contacted: FT Alika contacted. ETA 15 min.		
	7:55:03 AM	FED Contacted: FED contacted. Advised to assist insp with troubleshooting		
Pet 9224	8:10:54 AM	< Other: See Comments >: FT Alika arrived and has assessed equipment. FT reports that the power strip was not turned on. Issue Resolved. Voting Continues		
	Init.	Call Time	Problem Comments	Time Resolved
				Resolution Comment
Pet 9225	9:12:14 AM	Provisional Envelopes: INSP says has only 10 envelopes left.	10:05:29 AM	PV envelopes are dropped off; voting continues.
	9:30:37 AM	FED Contacted: FED is on his way to drop off PV envelopes		
	Init.	Call Time	Problem Comments	Time Resolved
Pet 9226	7:07:57 AM	Other Polling Place Issues: Precinct needs garbage can.	9:21:11 AM	DL helped INSP find the garage bag in the red box
	8:55:48 AM	< Other: See Comments >: DL dispatched		
	9:20:41 AM	< Other: See Comments >: DL helped INSP find the garage bag in the red box		
Pet 9227	Init.	Call Time	Problem Comments	Time Resolved
				Resolution Comment
	6:30:44 AM	Other Soft Supplies: Insp having issues with Insight keys. Dispatch FED.	7:07:05 AM	Comments FED went to precinct and supplied Insight keys.
Pet 9228	6:38:47 AM	FED Contacted: FED advised to go to pet to give other Insight keys.		
	7:06:21 AM	FED Contacted: FED went to precinct and supplied Insight keys.		

Pet 9229	7:07:49 AM	Edge Operations: No matter what Inspector and FED do, they cannot get the Edge open. Also, please give inspector another set of Insight keys. FED opened Insight but wants to keep her key.	8:05:07 AM	FT Luis advised to replace per EC Tuan. FT already checked connections and tried gently adjusting printer. Issue Resolved. Voting Continues.
	7:13:27 AM	Technician Contacted: FT Luis contacted. FT is just arriving on site and will assess equipment. Insp has already received keys when FT arrived.		
	7:24:48 AM	Technician Contacted: FT Luis contacted. FT assisted Insp with opening the EDGE cover which was stuck. FT is assisting with EDGE setup.		
	7:35:56 AM	< Other: See Comments >: FT Luis reports that the VPAT Printer stopped printing during Zero Proof Report. Error says paper low. FT is continuing to troubleshoot.		
	8:01:18 AM	< Other: See Comments >: FT Luis advised to replace per EC Tuan. FT already checked connections and tried gently adjusting printer. Issue Resolved. Voting Continues.		
	8:10:00 PM	Other Soft Supplies: INSP reports PP is missing Closing Bag 8. Please deliver Closing Bag 8 to PP.	8:27:55 PM	Spoke to inspector and she's looked for bag 8 several times and she can't find it. Called FED who will bring bag 8 to inspector.
Pet 9229	8:24:34 PM	FED Contacted: Spoke to inspector and she's looked for bag 8 several times and she can't find it. Called FED who will bring bag 8 to inspector.		
	6:07:58 AM	Not Open / Looked: Garage is locked. INSP and pollworkers are present but cannot enter. INSP has knocked on house door, but is unsure whether house owner is the contact person for the polling place.	6:29:58 AM	PPO confirmed poll in unlocked
	6:13:29 AM	FED Contacted: FED on way to help inspector with emergency voting if need be. ETA 10 min		
Pet 9234			Time Resolved	Resolution Comment
	4:47:54 PM	Pollworker Issue: Ms. Watson is concerned about closing with the current staffing levels. She is asking for additional clerks. Please send FED when available to assess whether this is necessary.	6:05:31 PM	Inspector has arrived at PP. Voting continues.
	4:52:02 PM	FED Contacted: Per FED, dispatch exp Insp to assist with closing.		
	6:05:10 PM	FED Contacted: Inspector has arrived at PP. Voting continues.		
	4:53:57 PM	Dispatch Inspector: Dispatch exp Insp to assist weak precinct with closing.	5:38:21 PM	insp has been dropped off
	4:59:38 PM	Pollworker Dispatched: Inspector dispatched.		
Pet 9238			Time Resolved	Resolution Comment
	6:11:14 AM	No Insight Keys: FED--Inspector does not have flat key to open bins and lid for Insight. Deliver key immediately.	6:31:43 AM	Insight machine has been opened. Voting will begin by 7am.
	6:15:01 AM	FED Contacted: Advised FED to deliver flat key for insight machine. ETA 10min.		
	6:30:06 AM	FED Contacted: Insight machine has been opened. Voting will begin by 7am.		
	8:35:13 AM	Other Soft Supplies: Insp requests additional Polling Place directional sign.	11:35:18 AM	FED has dropped off signs to PP. Voting continues.
	9:03:49 AM	FED Contacted: Advised FED to drop off signs. ETA 25mins.		
Pet 9239	11:37:29 AM	FED Contacted: FED has dropped off signs to PP. Voting continues.		
	6:04:57 PM	Provisional Envelopes: Down to last 10 PVE. FED, please deliver additional.	6:07:57 PM	
	6:07:28 PM	FED Contacted: FED is delivering.		
			Time Resolved	Resolution Comment
	7:20:16 AM	Dispatch Clerk: student kimberly did not show	7:45:49 AM	clerk has been dropped off
	7:25:44 AM	Pollworker Dispatched: clerk dispatched.		
Pet 9239	4:44:18 PM	Provisional Envelopes: 7 or 8 envelopes	5:01:52 PM	FED has delivered provisional envelopes. Voting continues.
	4:46:45 PM	FED Contacted: FED advised to deliver PV's. ETA 10min.		
	5:00:52 PM	FED Contacted: FED has delivered provisional envelopes. Voting continues.		



Pet 9241	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	6:50:35 AM Other Polling Place Issues: INSP reports she is out of tape and still needs tape to post signs outside. Please deliver additional tape to PP.	7:22:35 AM	Tape has been delivered to precinct.
	7:05:06 AM FED Contacted: FED advised to deliver masking tape. ETA 15min. 7:22:14 AM FED Contacted: Tape has been delivered to precinct.		
Pet 9242	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	3:03:37 PM Other Polling Place Issues: have 15 PV envelopes, fed does not have any so pls send DL with PVs	3:11:41 PM	FED has delivered 25 PV envelopes.
	3:09:24 PM FED Contacted: FED has delivered 25 PV envelopes.		
Pet 9244	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	6:42:48 AM Dispatch Clerk: Jonathan R. did not show up, she has not been able to reach him today	7:28:44 AM	clerk has been dropped off
	7:11:20 AM Pollworker Dispatched: clerk dispatched.		
	7:40:44 AM Insight Ballot Jam: Per fed: Insight Machine won't process ballots. Has attempted to troubleshoot but has been unsuccessful.	7:49:10 AM	FED has fixed the issue. Insight machine is functioning. Voting continues.
	7:45:59 AM Technician Contacted: FT Edward contacted. ETA 15 min.		
	7:48:18 AM FED Contacted: FED has fixed the issue. Insight machine is functioning. Voting continues.		
	8:06:19 AM < Other: See Comments >: FT Edward arrived and is assessing equipment. FT reports that Insight is not accepting ballots intermittently. FT is troubleshooting. 8:21:19 AM < Other: See Comments >: FT Edward reports ballots are not jamming when both hands are used when inserting ballot. When right hands is used, ballots will jam. Issue Resolved. Voting Continues.	6:26:28 PM	Ballots in Insight Bins are mixed.
Pet 9247	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	10:48:55 AM Pollworker Issue: Requests assistance to daisy-chain voting booths.	1:15:48 PM	Informed PW was at precinct. Voting continues.
	10:51:18 AM < Other: See Comments >: INSP also requests assistance reviewing job cards with Clerks.		
	11:44:10 AM FED Contacted: FED advised to an additional clerk be dispatched.		
	1:15:12 PM FED Contacted: Informed PW was at precinct. Voting continues.		
	12:02:09 PM Dispatch Clerk: Additional assistance is required at PP. Personality conflict please replace.	12:25:04 PM	clerk has been dropped off
	12:09:41 PM Pollworker Dispatched: clerk dispatched.		
	1:03:33 PM Ballot Transfer: Insight count has reached 600. Alert FED so they may do ballot transfer before evening rush.	1:06:49 PM	
	1:07:41 PM FED Contacted: FED advised to assist precinct with ballot transfer.		
	4:40:09 PM Provisional Envelopes: 15 PV left.	5:04:55 PM	PV envelopes have been delivered. Voting continues.
Pet 9248	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	4:42:40 PM FED Contacted: FED advised to deliver PV's. ETA 20min.		
	5:03:18 PM FED Contacted: PV envelopes have been delivered. Voting continues.		
	10:48:26 AM Provisional Envelopes: Pet has 25 Provisional Envelopes remaining. Dispatch FED.	11:49:54 AM	FED delivered provisional envelopes. Voting continues.
	10:49:59 AM FED Contacted: FED advised to deliver provisional envelopes. ETA 15min.		
	11:48:37 AM FED Contacted: FED delivered provisional envelopes. Voting continues.		



Pct 9251	8:10:13 PM	Other: Dispatch FED to assist in closing procedures.	8:35:18 PM	FED has assisted with voting. Voting continues.
	8:12:43 PM	FED Contacted: FED contacted. Advised to visit precinct and assist. ETA 2min.		
	8:31:11 PM	FED Contacted: FED has assisted with voting. Voting continues.		
	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
Pct 9252	6:28:18 AM	Dispatch Clerk: Nothing set up. Needs at least one more clerk.	6:56:21 AM	clerk has been dropped off
	6:36:50 AM	Pollworker Dispatched: clerk dispatched.		
	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	3:48:27 PM	Provisional Envelopes: 3 PVE, FED is bringing more. INSP just reporting issue as requested in IWB.	3:49:53 PM	
Pct 9408	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	6:43:33 AM	Edge Operations: Edge power cord is rubber on both ends and can't plug into outlet.	7:05:16 AM	Comments FT noticed that the poll worker had plug it into the wrong port on the insight. FT Connected it correctly and voting continues.
	6:51:57 AM	Technician Contacted: Dispatch FT Ricardo to verify the edge cord problem, FT will inform Inspector to call EC for replacement		
	7:00:16 AM	Technician Contacted: FT noticed that the poll worker had plug it into the wrong port on the insight. FT Connected it correctly and voting continues.		
Pct 9409	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	6:21:43 AM	Other Soft Supplies: Insp requires extra-long extension cord and three-prong adapter. Dispatch FED.	6:40:06 AM	FED dropped off extension cord.
	6:26:39 AM	FED Contacted: Advised FED to drop off extra-long extension cord at the site. ETA 5 mins.		
	5:56:14 PM	Other Polling Place Issues: maintenance or security keeps locking gates and not telling them, pls send DL to make sure there is an accessible and well-lit entry	6:28:57 PM	DL reported that both the accessible gates are propped open with cones. The accessible entrance from 18th Ave is well illuminated. The inspector said that all is now OK.
Pct 9411	6:09:33 PM	District Driver Contacted: DL dispatched		
	6:26:57 PM	District Driver Contacted: DL reported that both the accessible gates are propped open with cones. The accessible entrance from 18th Ave is well illuminated. The inspector said that all is now OK.		
	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	4:53:55 PM	Dispatch Inspector: FED reported the INSP is inexperience and they already had difficulties opening. They might also have difficulties closing. Please dispatch an experienced INSP to assist.	5:41:22 PM	insp will be brought back to city hall, not needed at pet
Pct 9415	4:57:33 PM	Pollworker Dispatched: Inspector dispatched.		
	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	6:09:50 AM	Other Polling Place Issues: INSP called with FED - porta pottie is in wrong location and needs to be moved.	6:56:46 AM	
	6:55:09 AM	< Other: See Comments >: DL moved porta-potty to better location		
Pct 9416	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	9:16:23 AM	Edge Card Activator Operations: INSP reported a problem with the card activator to FED. The green light on the activator doesn't turn on. FED is on her way to troubleshoot. ETA 5 mins. Voting continues.	11:40:35 AM	FT Ricardo evaluated card activator notice that it wasn't plugged in so the battery was dead. Plugged card activator in and now is working. Voting continues
	9:18:30 AM	FED Contacted: FED will assist INSP to trouble shoot. ETA 5 mins. Voting continues.		
	9:47:47 AM	FED Contacted: Tech arrived and is working on the issue. Voting continues.		
	11:04:14 AM	< Other: See Comments >: Inspector reported the card activator is still not working properly. Please send tech.		
	11:15:32 AM	Technician Contacted: FT Ricardo on route eta 10min		
	11:35:24 AM	Technician Contacted: FT Ricardo evaluated card activator notice that it wasn't plugged in so the battery was dead. Plugged card activator in and now is working. Voting continues		

Pct 9419	1:31:18 PM	Dispatch Clerk: There are no adult pollworker at the site, one of the student pollworker is not efficient. Please dispatch an adult pollworker.	2:44:38 PM	clerk has been dropped off
	1:42:22 PM	Pollworker Dispatched: clerk dispatched		
	Init. Call Time Problem Comments	Time Resolved Resolution Comment		
Pct 9421	6:55:03 PM	Other Soft Supplies: INSP can't find closing bags 5-8, pls send FED with replacements	7:22:11 PM	INSP located the bags. Voting continues.
	7:02:49 PM	FED Contacted: Advised FED to drop off closing bags. ETA 3 mins. Voting continues.		
	6:59:16 PM	Other Soft Supplies: PWs also need the Roster bag for closing.	7:25:39 PM	INSP located the bags. Voting continues.
	7:04:40 PM	FED Contacted: Advised FED to drop of Roster bag. ETA 3 mins. Voting continues.		
Pct 9422	Init. Call Time Problem Comments	Time Resolved Resolution Comment		
	6:39:06 PM	Ballot Transfer: Insight count nearing 700 and beginning to jam. Please dispatch FED immediately to assist in ballot transfer. Voting continues via Aux Bin.	7:14:08 PM	Ballot transferred. Voting continues.
	6:42:42 PM	FED Contacted: Advised FED to assist with the ballot transfer. ETA 5 mins. Voting continues.		
Pct 9424	Init. Call Time Problem Comments	Time Resolved Resolution Comment		
	6:40:49 AM	Need Table, Chairs, Booths: Table needed for EDGE machine.	7:26:40 AM	Set up on delivered 3 ft table
	7:07:33 AM	Driver Dispatched: Driver Dispatched to set up edge on legs		
	7:26:00 AM	< Other: See Comments >: Set up on delivered 3 ft table		
Pct 9425	Init. Call Time Problem Comments	Time Resolved Resolution Comment		
	8:08:03 AM	Insight Tape: Insight is low on tape.	8:20:34 AM	FT noticed that the issue was on the edge printer not the insight printer. Tech connected edge printer and. Voting continues.
	8:11:24 AM	Technician Contacted: FT James on route eta 5min		
Pct 9426	Init. Call Time Problem Comments	Time Resolved Resolution Comment		
	8:20:21 AM	Technician Contacted: FT noticed that the issue was on the edge printer not the insight printer. Tech connected edge printer and voting continues.		
	Init. Call Time Problem Comments	Time Resolved Resolution Comment		
Pct 9435	Init. Call Time Problem Comments	Time Resolved Resolution Comment		
	6:42:19 AM	Dispatch Clerk: The inspector is with two students right now. One clerk is not there. Please dispatch clerk.	7:28:08 AM	clerk has been dropped off
	7:03:03 AM	Pollworker Dispatched: clerk dispatched.		
Pct 9436	Init. Call Time Problem Comments	Time Resolved Resolution Comment		
	9:33:39 AM	Pollworker Issue: PW brought his dog to polling place and harassed voter when voter asked to keep the dog away.	9:43:36 AM	
	10:52:58 AM	FED Contacted: Spoke to FED. FED was present when voter visited. Says PW's dog is a service animal, and is docile.		
Pct 9441	Init. Call Time Problem Comments	Time Resolved Resolution Comment		
	6:45:03 PM	Ballot Transfer: Insight approaching 1,000 ballots cast and beginning to jam. Insp and Clerk will perform transfer. Dispatch FED to assist.	6:51:41 PM	Ballot transferred. Voting continues.
	6:48:53 PM	FED Contacted: Advised FED to assist with the ballot transfer. ETA 3 mins.		
Pct 9441	Init. Call Time Problem Comments	Time Resolved Resolution Comment		
	12:58:07 PM	Provisional Envelopes: 5 left, has not been able to reach FED	2:03:21 PM	Provisional envelopes dropped off.
	1:06:22 PM	< Other: See Comments >: DL is delivering pvs from city hall		
Pct 9441	1:28:00 PM	FED Contacted: Advised FED to drop off provisional envelope. ETA 3 mins.		



Pet 9442	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	6:43:06 AM InspTape: INSP called - printer tape is malfunctioning, tried to fix but could not. Needs assistance.	7:12:31 AM	Ft James adjusted insight printer and is working but informed inspector to monitor it thru out the day. Voting continues.
	6:46:48 AM FED Contacted: Advised FED to assist INSP. Will set up emergency voting is necessary. ETA 5 mins.		
	6:47:37 AM Technician Contacted: FT James on route eta 10 min		
	6:56:34 AM FED Contacted: FED and tech arrived and assisting INSP. Will open Aux bin for now. Poll will open at 7am.		
Pet 9445	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	5:39:32 AM Dispatch Clerk: One clerk and one student advsd insp they cannot work today. One clerk may have satisfied bilingual skills but insp was not clear on that.	6:43:36 AM	clerk has been dropped off
	6:20:43 AM Pollworker Dispatched: clerk dispatched.		
Pet 9446	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	8:13:33 AM Inspight Ballot Jam: INSP reports PULL error, went through troubleshooting steps, unable to resolve over the phone. SEND FED to help resolve. Voting continues via aux bin.	9:42:31 AM	FT Brett cleared out debris on insight and is now accepting ballots, voting continues.
	8:19:47 AM FED Contacted: Advised FED to assist INSP to troubleshoot. ETA 5 min. Voting continues.		
	8:34:33 AM FED Contacted: FED and INSP tried to troubleshoot, but the issue is not resolved. Please send tech.		
	8:40:52 AM Technician Contacted: FT Brett on route eta 5min		
	8:55:45 AM Technician Contacted: FT on site will call phone bank coordinator once he finds out the resolution.		
	9:23:20 AM Technician Contacted: FT Brett cleared out debris on insight and is now accepting ballots, voting continues.		
	2:30:54 PM Provisional Envelopes: Only have 8 provisional envelopes left.	2:42:09 PM	PV dropped off. Voting continues.
	2:33:13 PM FED Contacted: Advised FED to drop off provisional envelopes. ETA 5 mins. Voting continues.		
Pet 9447	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	7:07:44 AM Dispatch Clerk: Student Jianing Chen has not arrived yet. Please dispatch one clerk.	8:00:17 AM	clerk has been dropped off
Pet 9452	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	6:19:25 AM Need Poll Signs: INSP called - needs a VIK	7:53:43 AM	DL confirmed
Pet 9505	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	1:57:12 PM Provisional Envelopes: 2 PVs left	2:32:32 PM	PV have been delivered. Voting continues.
	2:14:38 PM FED Contacted: ETA 15 mins		
	2:31:25 PM FED Contacted: PV have been delivered. Voting continues.		
	4:42:46 PM Ballot Transfer: Ballot transfer made.	4:43:16 PM	Ballot transfer made.
Pet 9507	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	6:35:06 AM Dispatch Clerk: Clerk Craig Eldridge is no-show. INSP cannot reach hint on phone. Send replacement clerk.	7:01:50 AM	clerk has been dropped off
Pet 9507	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	6:46:51 AM Pollworker Dispatched: clerk dispatched.		

12:15:43 PM Edge Printer Operations: VVPAT Rail Bent. Poll workers were unable to slide VVPAT onto the Edge rail to seal  
 12:27:32 PM < Other: See Comments >: FT Bien noticed, during routine rounds, that the VVPAT Printer's rails were bent where it was unable to be fully set in place and sealed. Could not be easily corrected. OK per EC  
 Tuan to replace. Issue Resolved. Voting Continues.

Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
7:43:24 AM	Dispatch Clerk: says they need another person	8:35:19 AM	clerk has been dropped off
8:15:02 AM	Pollworker Dispatched: clerk dispatched		
10:39:48 AM	Pollworker Issue. Monitor reports an additional pw is needed at the pp. Additional pw was dispatched earlier this morning.	10:43:59 AM	Additional pw was dispatched earlier this morning.
2:39:06 PM	Ballot Transfer. Inspector is on break. Send FED right away to assist with ballot transfer as clerks do not have insight keys.	4:13:08 PM	Ballots have been transferred. Voting continues.
3:12:14 PM	FED Contacted: Super FED assisting precinct with ballot transfer.		
4:13:04 PM	FED Contacted: Ballots have been transferred. Voting continues.		

Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
7:42:03 AM	Other Soft Supplies: Insp still requires additional long extension cords.	7:47:38 AM	Extension cord has been delivered.
7:47:18 AM	FED Contacted: Extension cord has been delivered.		
8:07:09 AM	Dispatch Clerk: INSP is requesting another clerk because turnout is high at PP.	12:45:13 PM	Clerk has been dropped off.
12:45:34 PM	< Other: See Comments >: clerk dispatched		
10:30:50 AM	Pollworker Issue: Monitor reports pws could not find voter's name in Roster. Voter was in a hurry and voted provisionally. Per, EIMS, there was a data entry error with the voter's name (last name was entered as first name).	10:33:45 AM	Voter voted provisionally.
12:00:16 PM	Dispatch Clerk:	1:35:42 PM	clerk has been dropped off

12:08:02 PM	Pollworker Dispatched: clerk dispatched.		
12:55:23 PM	Insight Operations: Insight machine not operational, voting continues though aux bin. Please send FED to assist	1:58:48 PM	FT Ricardo M assessed that ballots were in error due to voter. No problems persist. Issue Resolved. Voting Continues.
1:07:56 PM	FED Contacted: Advised FED to stop by precinct. ETA 15min.		
1:19:27 PM	Technician Contacted: FT Ricardo M on route eta 12min		
1:55:13 PM	< Other: See Comments >: FT Ricardo M assessed that ballots were in error due to voter. No problems persist. Issue Resolved. Voting Continues.		
6:06:52 PM	Ballot Transfer: Send FED - AUX bin is full	6:30:26 PM	Ballots have been transferred from aux bin. Voting continues.
6:08:30 PM	Pollworker Contacted: INSP said machine is working again and no one is needed. But, I think FED should still stop by and feed ballots when possible		
6:08:53 PM	FED Contacted: FED advised to assist precinct with ballot transfer. ETA 5min.		
6:29:08 PM	FED Contacted: Ballots have been transferred from aux bin. Voting continues.		

Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
1:11:48 PM	Provisional Envelopes:	1:35:27 PM	fed dropped off pvs
1:35:12 PM	FED Contacted: fed dropped off pvs		



Pet 9514/2	Init.	Call Time	Problem Comments	Time Resolved	Resolution Comment
		9:16:27 AM	Other Soft Supplies: Need more I Voted stickers	9:27:08 AM	
		9:25:36 AM	FED Contacted: FED on the way. ETA 5 min.		
		1:30:58 PM	Provisional Envelopes: need pv envelopes, they are checking all roster pages and redistributing when voters are willing	2:25:49 PM	FED delivered, just in time.
		1:44:51 PM	FED Contacted: FED on the way to supply station #4 to get additional PV envelopes. ETA 10 min.		
Pet 9515		2:09:16 PM	FED Contacted: FED still on the way. Should be able to drop off shortly		
	Init.	Call Time	Problem Comments	Time Resolved	Resolution Comment
		4:50:22 PM	Dispatch Inspector: FED report that cannot reach to Inspector; arrived at PCT, found that Inspector is missing. Insight ballot count has already reached 900s and no transfer has been made. FED immediately started transfer and appropriate procedure. FED will update soon.	5:21:49 PM	insp has been dropped off
		4:55:38 PM	Pollworker Contacted: Coordinator has reached Inspector; Inspector has not aware that ballot transfer should start when reached to 700. Inspector said will contact FED asap. For liability, a new Inspector still suggested to cover closing, if available.		
		4:56:42 PM	Pollworker Dispatched: Inspector dispatched.		
Pet 9519	Init.	Call Time	Problem Comments	Time Resolved	Resolution Comment
		2:30:11 PM	Other Soft Supplies: INSP reports they are almost out of "I Voted" stickers. Please send FED asap with extra roll. Also check on PVE supply.	3:00:54 PM	
		2:41:58 PM	FED Contacted: FED is aware and on the way, going to supply station to get some.		
		6:01:38 PM	Other Soft Supplies: Pet requires additional "I Voted" stickers. Insp reports the request from this afternoon was not fulfilled. Dispatch FED.	6:19:25 PM	
		6:05:45 PM	FED Contacted: FED on the way. ETA 5-10 min. He needs to get some via other PCT b/c he has run out as well		
Pet 9707		6:18:49 PM	Pollworker Contacted: Pollworker reports that there are few stickers left, will wait for additional via FED;		
		6:42:41 PM	Provisional Envelopes: INSP reports 5 provisional envelopes. Please deliver provisional envelopes to PP immediately.	7:02:00 PM	PV + Stickers
		6:46:54 PM	FED Contacted: FED on the way. ETA 5 min.		
		7:01:28 PM	FED Contacted: pvs are at the site.		
	Init.	Call Time	Problem Comments	Time Resolved	Resolution Comment
Pet 9708		4:43:28 PM	Edge Operations: During routine rounds, Pet Inspector reported the Edge touch screen was unresponsive.	4:49:48 PM	Pt Ricardo on site noticed dirty edge screen, Ft cleaned screen, edge screen now responsive, voting continues
		4:45:55 PM	Technician Contacted: Ft Ricardo on site noticed dirty edge screen, Ft cleaned screen, edge screen now responsive, voting continues		
	Init.	Call Time	Problem Comments	Time Resolved	Resolution Comment
		9:08:18 AM	Insight Ballot Jam: Insight machine LED is stuck on "PULL". Have gone through all troubleshooting procedures and have powered machine off and on as well. Dispatch Teel to resolve issue. Voting currently continuing through Aux Bin	10:14:41 AM	FT Audie replaced insight per authorization. Problem resolved. Voting continues.
		9:25:19 AM	Technician Contacted: FT Audie contacted ETA 10 min.		
		9:51:30 AM	< Other: See Comments >: FT Audie arrived and is assessing equipment.		
		9:53:05 AM	< Other: See Comments >: FT Audie reports that after troubleshooting with ballot jam tool, chacking underside, and power cycling, issue is still present. OK per EC Tuan for replacement. Will call back with Asset and Serial numbers.		
		10:13:44 AM	< Other: See Comments >: FT Audie replaced insight per authorization. Problem resolved. Voting continues.		



Pet 9709	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	6:53:17 AM Other Soft Supplies: PP needs a write in candidate list 6:58:29 AM FED Contacted: FED will be on the way to drop them off. ETA 5-10 min.	7:03:47 AM	
Pet 9712	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	7:11:16 PM Dispatch Clerk: one clerk is needed for closing 7:12:44 PM Pollworker Dispatched: clerk dispatched.	7:42:25 PM	clerk has been dropped off
Pet 9715	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	11:15:00 AM Pollworker Issue: Index not being posted by PW's	1:08:39 PM	Voting continues
	1:08:09 PM Pollworker Contacted: Pollworker updated that index has now been posted.		
	3:32:38 PM PW Closed the Polls on the Edge: PW had a brief power outage and accidentally closed the polls on the Edge while trying to solve the issue. Please replace Edge.	7:12:18 PM	driver and tech have returned
	3:37:08 PM Technician Contacted: FT Chuck, on site to notify precinct Inspector that the edge will be replaced. FT also yellow tag the handle of the edge that will be change out		
	3:42:42 PM < Other: See Comments >: Since polls were closed, will need replacement Edge. Notified SF IT, Val.		
	3:58:30 PM Computer Room: RC burning, Prelat will start shortly		
	5:37:40 PM Computer Room: On the way to PP		
	5:42:04 PM < Other: See Comments >: FT Michael en route with District Lead Driver to replace Edge.		
	5:55:44 PM < Other: See Comments >: FT Michael still en route with District Lead Driver to replace Edge. FT and Driver stuck in traffic.		
Pet 9716	6:31:16 PM < Other: See Comments >: FT Michael onsite to replace Edge. Will remain to ensure replacement operational.		
	6:43:10 PM < Other: See Comments >: FT Michael replaced Edge. Issue resolved. Voting continues.		
	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	1:51:38 PM PW Closed the Polls on the Edge: FED report problem with EDGE. PCT team couldn't find power cord this morning and use battery to power EDGE. Edge shut down shortly after battery out; Poll was turn CLOSED by accident. No one has voted on Edge yet. PCT team need advise of help from Tech.	5:32:14 PM	driver and tech has returned
	2:31:01 PM Technician Contacted: FT Brett on route eta 10min		
	2:39:27 PM Technician Contacted: FT Brett on site to find out that the issue the Fed reported was the same issue that FT Brett resolved earlier today		
	2:50:03 PM < Other: See Comments >: Since polls were closed, the edge will need to be replaced. Notified SF IT that replacement was needed.		
Pet 9725	2:57:32 PM Computer Room: Replacement Machine halfway through Prelat		
	3:40:22 PM Computer Room: Requested Replacement Machine on the way to polling place		
	Init. Call Time Problem Comments	Time Resolved	Resolution Comment
	6:26:34 AM Dispatch Inspector: INSP is cancelling and has to go to the hospital. Please dispatch new INSP. INSP needs to be picked up.	9:06:43 AM	driver dispatch is picking up the INSP
	6:34:42 AM Pollworker Dispatched: Inspector dispatched.		
	6:52:16 AM FED Contacted: Advised FED to assist the site, set up emergency voting if needed. ETA 5 mins.		
	7:00:20 AM FED Contacted: FED directed one clerk to set up emergency voting right now while new INSP on the way. FED will stay to offer assistance. Voting continues.		
Pet 9725	9:02:11 AM < Other: See Comments >: INSP needs to be picked up		

Pet 9734	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	2:43:32 PM	Need Lights: FED report that this is another PCT that will have limited or no light at closing. Would suggest to give DL a head up, and have DL provide light before dark (prefer 4:30pm)	4:34:12 PM	DL fixed the booth lights and added 2 clamp lights
	3:46:17 PM	< Other: See Comments >: voter also called to complain about lack of lights. Says none of the booths have lights on. Please send lights ASAP		
	3:58:12 PM	District Driver Contacted: DL dispatched		
Pet 9735	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	6:30:51 PM	Insight Operations: FED report that inspector cannot find insight key; looked everywhere, unable to locate; one possible location might be the blue box but it has sealed. Please help.	6:36:50 PM	
	6:36:31 PM	FED Contacted: Instruct FED to look at the FED Satchel. FED should have found it.		
	6:37:53 PM	Technician Contacted: FT Chuck on route eta 10		
Pet 9739	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	4:51:33 PM	Other Polling Place Issues: Alarm going off all day and courtesy patrol is unable to turn off the loud noise	6:01:43 PM	DL reports that alarm is off
	5:05:18 PM	< Other: See Comments >: Shelley confirms that the security and management at Villa Park Merced is aware of this issue and are trying to resolve it.		
	5:36:54 PM	District Driver Contacted: DL dispatched		
	6:01:27 PM	< Other: See Comments >: DL reports that alarm is off		
Pet 9741	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	6:17:29 AM	Priority Dispatch Bilingual: Bilingual student cancelled - please replace	8:42:46 AM	clerk has been dropped off
	8:04:24 AM	Pollworker Dispatched: Sp bilingual clerk dispatched.		
Pet 9742	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	1:55:54 PM	Need Lights: FED report that this PCT has no light and it will get very dark at closing hours. FED suggest DL to come to provide some light (prefer at a good timing, around 4:45-5pm when before it gets dark). Just notice in advanced for DL.	6:53:46 PM	DL set up clamp lights and is advising INSP to assign extra poll worker to help direct voters to the entrance. Rec & Park is out, but, can't offer a better solution.
	2:02:32 PM	District Driver Contacted: DL is on the way to check out the lighting situation		
	2:29:16 PM	District Driver Contacted: DL is there and she can not turn on the outside lights - Shelley is contacting Rec & Park to have the outside lights turned on		
	2:32:32 PM	< Other: See Comments >: Shelley spoke to Rec & Park Security and he told us where the light switch is located and how to turn the light outside on		
	2:32:34 PM	< Other: See Comments >: Contact R		
	5:54:17 PM	FED Contacted: FED report that inspector has complain that currently there is still no light, not sure what went wrong previously; the sensor, as Rec & Park security suggest, did not appear to be working, please help		
	6:52:17 PM	< Other: See Comments >: DL set up clamp lights and is advising INSP to assign extra poll worker to help direct voters to the entrance. Rec & Park is out, but, can't offer a better solution.		
	6:05:40 PM	Need Lights: Insp reports polling place requires external illumination to assist voters in finding location.	7:03:03 PM	See comments
	6:10:18 PM	< Other: See Comments >: Shelley is contacting Rec & Park Security regarding getting the lighting on		
	6:12:04 PM	< Other: See Comments >: Rec and Park contact will send someone out.		
	7:02:05 PM	District Driver Contacted: DL set up a clamp light to shine on the pathway and a poll worker is directing voters with a flashlight supplied by DL		
Pet 9743	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	6:30:20 AM	No insight Keys: INSP reports key for insight bin is damaged/bent, not functional. Send fed with replacement.	6:52:53 AM	Key dropped off. Poll will open at 7.
	6:36:39 AM	FED Contacted: Advised FED to drop off insight key. ETA 5 mins.		

Pct 9745	9:46:29 PM	Other: Dispatch FED to assist in closing procedures.	11:06:27 PM	Sheriff picked up ballots. Precinct closed.
	9:50:05 PM	FED Contacted: Advised FED to assist in closing. ETA 8 mins.		
	10:27:48 PM	FED Contacted: Everything is ready, waiting for the sheriff to pick up.		
Pct 9748	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	9:44:05 AM	Other Soft Supplies: INSP is requesting two extension cords and a power strip. Send FED to assess if this is really needed.	9:53:45 AM	
	9:48:21 AM	FED Contacted: FED on his way. ETA 5 min.		
	11:49:36 AM	Dispatch Clerk: FED suspect that this is a weakest PCT after she checked all her PCT around. Would suggest to dispatch 1-2 additional clerk to help closing later if still available.	12:24:14 PM	clerk has been dropped off
Pct 9749	11:53:52 AM	Pollworker Dispatched: clerk dispatched.		
	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	2:23:36 PM	Pollworker Issue: PWs not posting Index	2:31:22 PM	
	2:31:11 PM	Pollworker Contacted: Pollworker updated that index is now posted		
Pct 9753	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	2:25:08 PM	Pollworker Issue: PWs using pencil on Index and putting electmark through ref number which makes it difficult for campaigns to view.	3:14:10 PM	
	2:37:19 PM	Equipment Dispatched: FED is aware of the situation and on it's way to polling place.		
	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
Pct 9755	2:45:09 PM	Provisional Envelopes: Only 17 provisional envelopes remaining.	3:14:03 PM	PR Enp. Has been dropped off
	2:49:09 PM	FED Contacted: FED still has some left, and will be on the way to supply them. ETA 10 min.		
	6:08:10 PM	Provisional Envelopes: Pct requires additional provisional envelopes. Currently has 18.	6:12:41 PM	
	6:09:43 PM	FED Contacted: FED reports that there are enough envelopes. Will update on the amount as needed.		
Pct 9801	Init. Call Time	Problem Comments	Time Resolved	Resolution Comment
	10:58:52 PM	Other Polling Place Issues: Insp Michael Evans misplaced housekeys at pp, were in jacket pocket but now they are not. He can get home and is OK without them tonight but pls call his hotline if they turn up. He will also call PW div Wed. and advs. Also, not sure oath sheet picked up	11:06:39 PM	
	6:52:39 AM	Dispatch Bilingual: INSP reports PP requires a Spanish speaking Clerk. Spanish speaking Clerk did not show up. Please dispatch Spanish speaking Clerk to PP.	8:30:49 AM	clerk has been dropped off
	8:09:45 AM	Pollworker Dispatched: Sp bilingual clerk dispatched.		



**ELECTIONS COMMISSION**  
*City and County of San Francisco*



Gerard Gleason, President  
Jill Rowe, Vice President  
Catalina Ruiz-Healy  
Richard P. Matthews  
Winnie Yu  
Rosabella Safont  
Arnold Townsend

John Arntz  
Director of Elections

Tachina Alexander  
Commission Secretary

Elections Commission Meeting  
Wednesday December 19, 2012  
6:00pm  
City Hall, Room 408  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

GOVERNMENT  
DOCUMENTS DEPT

JAN 15 2013

**DRAFT MINUTES**

SAN FRANCISCO  
PUBLIC LIBRARY

**1. CALL TO ORDER AND ROLL CALL**

President Gerard Gleason called the meeting to order at 6:03 pm. **PRESENT:** Commissioners Richard P. Matthews, Gerard Gleason, Arnold Townsend, Jill Rowe, Rosabella Safont, and Catalina Ruiz-Healy. Also present: Commission Secretary Tachina Alexander, Deputy City Attorney Mollie Lee and Director of Elections John Arntz. Absent: Commissioner Winnie Yu.

- 2. Public comment on any issue within the Elections Commission's general jurisdiction unless otherwise included in an item on this agenda.** David Pilpel greeted the commission and stated that he was gone for a while but while away he was reappointed to the Sunshine Ordinance Taskforce and is serving on the Public Utilities Commission Citizens Advisory Committee and it's nice to be back.

**3. Approval of Minutes from previous meetings.**

Commissioner Matthews moved to approve the Minutes of the November 28, 2012 Elections Commission Meeting. Commissioner Rowe seconded the motion. No Commissioner discussion. David Pilpel commented that there was a correction on item 4; the voter's name is Linda Plack not Platt and Sterns on the next line should be corrected to be "Starns." The roll call vote was **UNANIMOUS** to approve the minutes.

**4. DIRECTOR'S REPORT**

Director Arntz certified the election on Wednesday November 21, 2012 and there was no recount. He reported that the office is lightly staffed and there isn't a lot happening but they have started budget preparations which consists of pulling documents and information together for a review presentation to the Mayor's budget analyst. The Department's goal is try to hit the same mark that they've reached for the past several years. Director Arntz will try to get the information to the commission for the January meeting and in time for BOPEC's review in February.

## Division Reports

- (a) *Administrative (Budget & Personnel)* – Currently closing out purchase orders, beginning budget preparations, and processing lost or misplaced poll worker checks from the election.
- (b) *Ballot Distribution* – Archiving materials from the November election. Currently involved in the Moscone Expansion Business Improvement District Elections; held bi-annually, where landholders in San Francisco vote to tax themselves and the city arranges for additional street cleaning, security, etc.
- (c) *Campaign Services Division* – Is permanently assisting the public, via phone or in person with any questions they may have pertaining to November's election.
- (d) *Outreach* – Is reviewing what happened during November's election and putting together a report of their synopsis.
- (e) *Poll Worker Division* – Reviewing the feedback from the poll workers as it comes in, curriculum, and getting a sense of changes they can make for the next election in November 2013.
- (f) *Precinct Services* – Reviewing what happened during the election, going through the materials, and getting a sense of where they can make improvements for next year.
- (g) *Publications* – Just completed a series of debriefings with the vendors involved with the voter guide and the ballots.
- (h) *Technology Division* – Is working on the databases and tweaking them as if anyone has requests for information and reviewing materials. The division is losing their expert database administrator for the registration database to Park and Recreation next month so it's a bittersweet time. The division is happy for her but now is faced with the daunting task of replacing her and that will be a huge challenge.
- (i) *Voter Services* – Currently doing regular file maintenance because purging will not start until after the first of the year.
- (j) *Warehouse* - Is essentially getting everything back where it belongs on the shelves, maintaining the inventory, and enhancing a manual that details its functionality and operation.

## Commissioner Questions:

1. Commissioner Matthews: Are we having an election next year and what for?  
Director Arntz: Yes, in November for City Attorney; Treasurer and a referendum on 8 Washington Street.
2. Commissioner Townsend: On next year's election weren't those the elections that were consolidated; but it wouldn't happen until next year? Didn't we move them to the General election which wouldn't happen until four years from now?  
Director Arntz: Right, so the City Attorney and Treasurer will be on the ballot for



2013 then again in 2015 then we'll skip elections and there will be no scheduled elections for 2017.

3. Commissioner Ruiz-Healy: Did you give any official report about the District Attorney about any calls they received on the hotline? Director Arntz stated that he didn't get a formal report but spoke to the District Attorney's office and they had few calls which were of no substance. The Secretary of State's office also called in that day and had a few issues, one of which was the machines weren't working due to power outage. Additionally a poll worker was observed writing down personal information of voters in their PDA and that was turned over to the District Attorney's office but that call was generated from a voter into the Department's phone bank.

**Public Comment:**

David Pilpel stated for clarity that there are no further elections scheduled in this fiscal year 2012-2013 but there are two elections scheduled in November 2013 and June 2014 and November 2014? Also for the June 2014 primary are party central committee elections still on that ballot because I thought that there had been discussion of making the party central committee elections four year terms and not two year and I don't know the status of that. I had heard that there was some change in state law and parties may have had some options there but I don't know the status of county committees and I thought that would be helpful if someone knows.

Commissioner Matthews requested to have David Pilpel's question answered.

Director Arntz stated that yes, the party central committee elections will be held every four years, instead of every two years.

## **5. COMMISSIONER REPORTS**

Commissioner Townsend spoke with the Mayor's office last week for the second time reminding them that this was to be his last meeting. They got back to him this week and said that they were aware of it, working on it, and it wouldn't be done by this meeting. Additionally, they checked and found out that he could serve 60 days past and asked if he would stay until they found someone to take his place; and he said of course he would so. Perhaps they will have a replacement by the February meeting.

Commissioner Ruiz-Healy reported that she has advised the Board of Education that her term is also up at the end of January and she is making an informal presentation of the activities of the commission at their January meeting.

**Public Comment:**

David Pilpel stated that Commissioner Townsend should be appropriately recognized when he does leave as he is the longest serving commissioner in the history of this commission since its inception.

He also stated that he thinks it would be helpful if periodically, perhaps annually, that the city attorney's office could notify the commission in writing of any changes in state law, government or elections code that particularly affect elections. Additionally, since state Senator Yee is now running for Secretary of State, he may be more interested in elections issues. Furthermore, if there is legislation that would benefit the commission or the Department the commission may want to keep him in mind when it comes to carrying such legislation.

## **NEW BUSINESS**

**6. DISCUSSION AND POSSIBLE ACTION REGARDING DEPARTMENT OF ELECTIONS' COMPLIANCE OR NON-COMPLIANCE WITH THE ELECTION PLAN FOR THE NOVEMBER 6, 2012 CONSOLIDATED GENERAL ELECTION AS WELL AS THE EFFECTIVENESS OF THE ELECTION PLAN.** (Report back from Budget and Oversight of Public Elections Committee meeting from December 5, 2012)

Commissioner Jill Rowe reported that the BOPEC committee met with Director Arntz and voted unanimously to recommend that the Elections Commission find that the Department of Elections fully complied with the election plan. She then made a motion that the Elections Commission find that the Department substantially complied with the election plan for the November 6, 2012 consolidated general election. Commissioner Ruiz-Healy seconded the motion.

Commissioner Gleason asked if there were any questions or comments from the Commissioners regarding the election plan and or the materials that were provided in the post-election report. Commissioner Gleason stated that he had recently received his correspondence and wanted to know if anyone else had a chance to review the packet. Commissioner Matthews confirmed that he had done so. He went on to say that the bulk of the queries, which were on Election Day or prior, consisted of "Where is my polling place?; Am I registered?" sorts of questions. Out of about 4300 pages there were about three emails total from voters or members of the public registering concern or observation. He continued on to say that they were invariably handled with great courtesy, skill, really good advice, and links when appropriate.

City Attorney Mollie Lee addressed Commissioner Gleason and suggested an addition to the motion. Since the commission is responsible for saying not only whether the Department complied with the plan but also how well the plan succeeded in carrying out a free fair and functional election, the Commission might want to include a statement about the plan's effectiveness.

Commissioner Gleason agreed and Commissioner Rowe amended her motion as follows the Department substantially complied with the election plan for the November 6, 2012 consolidated general election and succeeded in carrying out a free fair and functional election.

Commissioner Gleason stated that he strongly feels that the DMV registration issue needs to be addressed and resolved with the Secretary of State. He was also disturbed about the large number of provisional ballots being handled by SFSU and UCSF but most of all the amount of rejected ballots was staggering.

Commissioner Townsend wanted to acknowledge the great job that the Department of Elections is doing. Every complaint is followed up and after the elections we don't have a line of people down at the commission with those complaints. The Department has quelled the public's past distrust of the Department and is now in a place of comfort.

Commissioner Matthews informed the commission that the DMV motor voter bill was discussed at the BOPEC meeting and he too shared the same frustration with the disconnect between the Secretary of State's office and the DMV. Since the Secretary of State purports to be about voter interest, before she leaves office he wants to know what has to happen to get her attention on this critical matter. In the public

correspondence, around page 3800 of the PDF document, there were approximately 7 or 8 people who said they registered at the DMV so there is documentation of this issue.

Public comment:

David Pilpel agreed strongly with Commissioner Townsend's observation that as the laws, rules, and procedures get more complicated the Department does get better in meeting them.

The roll call vote was UNANIMOUS.

## **7. ANNOUNCEMENTS**

None

## **8. DISCUSSION AND POSSIBLE ACTION REGARDING ITEMS FOR FUTURE AGENDAS**

- A. DMV motor voter bill
- B. 2013 Election of officers
- C. New 5-year contract for the Director of Elections

Public Comment

None

Commissioner Matthews moved to adjourn.

**ADJOURNMENT** at 6:37pm











